DANISH ENERGY REGULATORY AUTHORITY

CEREMP

Registration User Manual for Market Participants in Denmark

1st Edition

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Danish Energy Regulatory Authority
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Introduction

Regulation (EU) No 1227/2011 of the European Parliament and of the Council of 25 October 2011 on wholesale energy market integrity and transparency (REMIT) imposes obligation on wholesale energy market participants entering into transactions that are required to be reported to the Agency to register with the competent National Regulatory Authority (NRA).

The purpose of this Registration User Manual for Market Participants in Denmark is to present market participants guidance on the registration of market participants in Denmark.

The Registration User Manual for Market Participants in Denmark is a non-binding Guidance directed to market participants in Denmark. It is deliberately drafted in non-legal terms and made public for transparency purposes only. The non-binding Guidance is updated from time to time, and market participants and other stakeholders are welcome to send feedback to DERA (Danish Energy Regulatory Authority).

The registration will be done via the Centralised European Register of Energy Market Participants (CEREMP), and the document is aimed to help Market Participants with the registration in CEREMP.

In Denmark the registration will be done in English, which is the reason why the Registration User Manual for Market Participants is in English.

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1 Legal background for registration of Market Participants

1.1 What is REMIT?

REMIT prohibits market manipulation and trading on inside information in wholesale energy markets. It was published in the Official Journal of the European Union on 8 December 2011 and entered into force 20 days following its publication, i.e. on 28 December 2011.

Article 9 of REMIT imposes an obligation on wholesale energy market participants entering into transactions that are required to be reported to the Agency to register with the competent NRA.

1.2 Which market participants are obliged to register?

According to Article 9(1) of REMIT,

''Market participants entering into transactions which are required to be reported to the Agency in accordance with Article 8(1) shall register with the national regulatory authority […].''

According to Article 2(7) of REMIT,

"market participant" means any person, including transmission system operators, who enters into transactions, including the placing of orders to trade, in one or more wholesale energy markets.''

In Chapter 3.4 of ACER Guidance (3rd edition), the Agency provides its understanding of the notion of market participant as defined in Article 2(7) of REMIT.

1.3 With which NRA should market participants register?

According to Article 9(1):

''Market participants entering into transactions which are required to be reported to the Agency in accordance with Article 8(1) shall register with the national regulatory authority in the Member State in which they are established or resident, or, if they are not established or resident in the Union, in a Member State in which they are active.''

According to Article 2(10) of REMIT, NRAs means a national regulatory authority designated in accordance with Article 35(1) of Directive 2009/72/EC or Article 39(1) of Directive 2009/73/EC.

1.4 What information is market participants required to provide?

Article 9(3) of REMIT requires the Agency, in cooperation with NRAs, to determine and publish, by 29 June 2012, the format in which NRAs should transmit registration information on market participants to the Agency.

On 26 June 2012, the Agency adopted ACER Decision No 01/2012 relating to the registration format pursuant to Article 9(3) of REMIT (Decision)[1], determining the registration format to be used for the establishment of the European register of market participants.

The registration format consists of 5 sections:

- Section 1: Data related to the market participant
- Section 2: Data related to the natural persons linked to the market participant
- Section 3: Data related to the ultimate controller or beneficiary of the market participant
- Section 4: Data related to the corporate structure of the market participant
- Section 5: Data related to the delegated parties for reporting on behalf of the market participant

All market participants entering into transactions which are required to be reported to the Agency in accordance with Article 8(1) are required to provide information as defined by the Decision.

[1] http://www.acer.europa.eu/Official_documents/Acts_of_the_Agency/Directors%20decision/ACER%20Decision%2001-2012.pdf

1.5 When is the deadline for registration to be submitted?

According to Article 9(4) of REMIT,

''Market participants (…) shall submit the registration form to the NRA prior to entering into a transaction which is required to be reported to the Agency in accordance with Article 8(1).''

Thus, market participants must submit the registration form before entering into any transaction which is required to be reported to the Agency. Consequently, market participants entering into a transaction which is required to be reported in accordance with Article 8(1) of REMIT prior to submitting the registration form may be in breach of Article 9 of REMIT.

In accordance with the ACER Decision No 01/12, the registration process will be split into two phases for market participants registering before the Agency has published for the first time the list of market participants in the European register.

In the first phase, such market participants shall provide information relating to Sections 1 (data related to the market participant), 2 (data related to the natural persons linked to the market participant), 3 (data related to the ultimate controller or beneficiary of the market participant) and 5 (data related to the delegated parties for reporting on behalf of the market participant) of the registration format. The Agency considers that any person who, after six months from the adoption of the implementing acts, enters into a transaction which is required to be reported to the Agency without having completed the first phase of the registration process may be in breach of Article 9 of REMIT.

In the second phase, such market participants shall provide the information relating to Section 4 (data related to the corporate structure of the market participant) of the registration format. This information has to be completed within 3 months from the first publication of the European register. Any market participant who, after this deadline, enters into a transaction that is required to be reported to the Agency without having provided the information relating to Section 4 may be in breach of Article 9 of REMIT, even if the market participant has completed the first phase of the registration process and received an ACER code.

Any market participant registering after the Agency publishes for the first time the European register will be required to submit the information related to all the sections of the registration format before the registration form can be considered to be correctly submitted. This is likely to apply to persons that are not currently trading products required to be reported by the Commission's implementing acts, i.e. 'new' market participants.

1.6 What is the ACER code?

As required by Article 9(2) of REMIT, each market participant registered under REMIT will be issued with a unique identifier (the "ACER code"). The ACER code will enable market participants to report data under Article 8 of REMIT. Market participants will also need the list of ACER codes in order to provide information relating to Section 4 of registration format (data related to the corporate structure of the market participants).

According to Article 9(4) of REMIT, market participants shall submit the registration form prior to entering into transactions which are required to be reported to the Agency in accordance with Article 8(1) of REMIT. The ACER code will be issued upon the transmission for the first time of the information in the national registers to the Agency, in accordance with the ACER Decision No 01/12.

1.7 ACER Guidance

The ACER non-binding Guidance provides further application of the definition in REMIT. The Guidance is deliberately drafted using non-legal terminology and does not provide an interpretation of REMIT. It is made public for transparency purposes.

2 CEREMP User Guide for Market Participants

2.1 System requirements

To use CEREMP, the computer must meet the following requirements:

Minimum screen resolution:	1024x768
Supported browsers:	Google Chrome version 25 or later Internet Explorer version 8 or later Fire Fox version 17 or later Safari version 5 or later Opera version 15 or later

2.2 Accessing CEREMP

2.2.1 NRA Home Page

The registration in Denmark will be done via the dedicated home page of DERA (hereafter referred to as *DERA home page*) with the following URL:

https://www.acer-remit.eu/ceremp/home?nraShortName=6&lang=da_DK

2.2.2 New user account

Before starting the registration of a Market Participant a User account should be established. This User account will have to be approved by DERA.

DERA may require documentation to prove the identity and the evidence of authorisation to make a registration of market participant.

Registration of a new user

Go to the dedicated home page of DERA, see paragraph 2.2.1 (NRA Home Page).

The *DERA home page* allows you to create a new user account to access the system.

- Open an Internet browser, type *DERA home page* URL into the address box and click enter:

CEREMP
Home
Login
da
ENERGITILSYNET
Danish Energy Regulatory Authority
CEREMP
Centralised European Registry for Energy Market Participants
Energitilsynet
Welcome to the Centralised European Registry for Energy Market Participant.
If you are a new user, click on the following button to create a new account
Register new User
If you are already registered, please click here to log in

Figure 1 – DERA NRA home page

- Select the option to create a new CEREMP account by clicking on '***Register New User***' on *DERA home page*

CEREMP
Home
Login
da
ENERGITILSYNET
Danish Energy Regulatory Authority
CEREMP
Centralised European Registry for Energy Market Participants
Energitilsynet
Welcome to the Centralised European Registry for Energy Market Participant.
If you are a new user, click on the following button to create a new account
Register new User
If you are already registered, please click here to log in

Figure 2 – Register New User

By clicking on "**Register new User**" you will be redirected to the user registration form.

The page which allows you to enter details concerning the "Authorised Signatory" of the organisation is displayed.

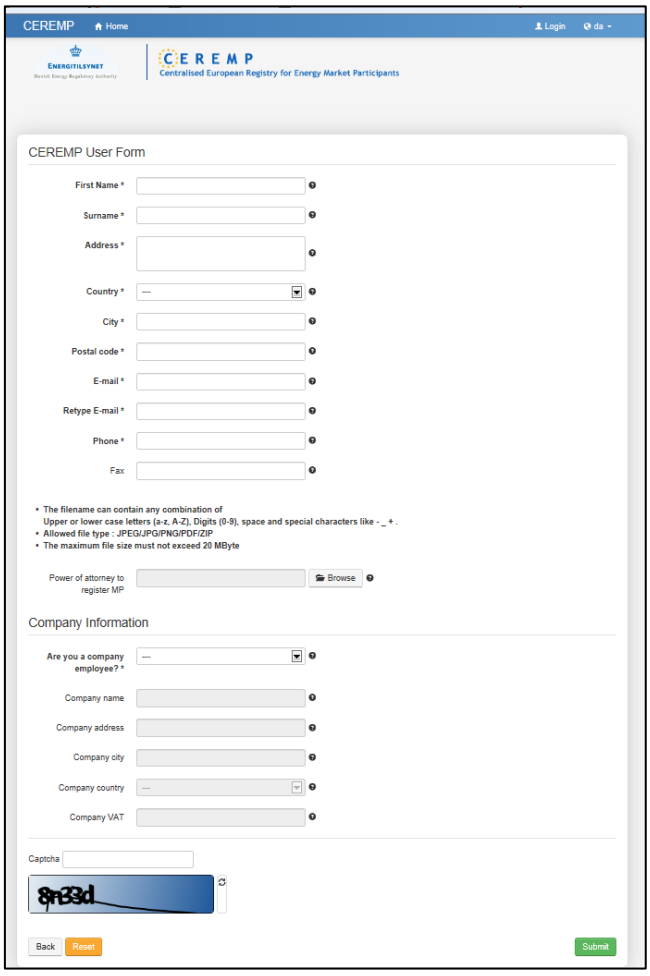

Figure 3 – User form

Important notices:

- Fill in the fields ensuring that all the mandatory boxes are completed. Click the "**Submit**" button to continue creating an account. The information provided will be used to verify your identity.
- Please notice that *Power of Attorney to register MP* is optional. DERA may request a Power of Attorney.
- ACER can enable or disable the Captcha in this page. If enabled, this field is mandatory.
- Once you have submitted your application you will see a message on the screen confirming that your CEREMP account is now in the "pending activation" status. When your application has been accepted by DERA, an activation email, containing your new user account name, will be sent to the email address you provided.

Figure 4 – Notification message

2.2.2.1 Details of new user confirmation email

The confirmation email sent to you by DERA will contain your new user account name. To activate your account click the '**Activate account**' link in the confirmation email that will be sent to the email address provided in the application:

Dear *test user*,

your user registration has been accepted. Your username to log in is

123456

Please, click on following link to activate your account, which will expire on the date reported below

Activate account

Fri, 4 Apr 2014 15:10

This is an automatically generated email. Please do not reply to this message.

CEREMP Information System

Figure 5 – Activation email

Important notice: in order to activate your account, make sure that you are not logged into the CEREMP application with another user account, otherwise the following error message will be displayed:

"Sorry, you are not allowed to view this page
If you are already logged in CEREMP with another user account, please log out and resubmit this page"

After clicking the activation link in the received email, you will be prompted to create your personal password to access the system:

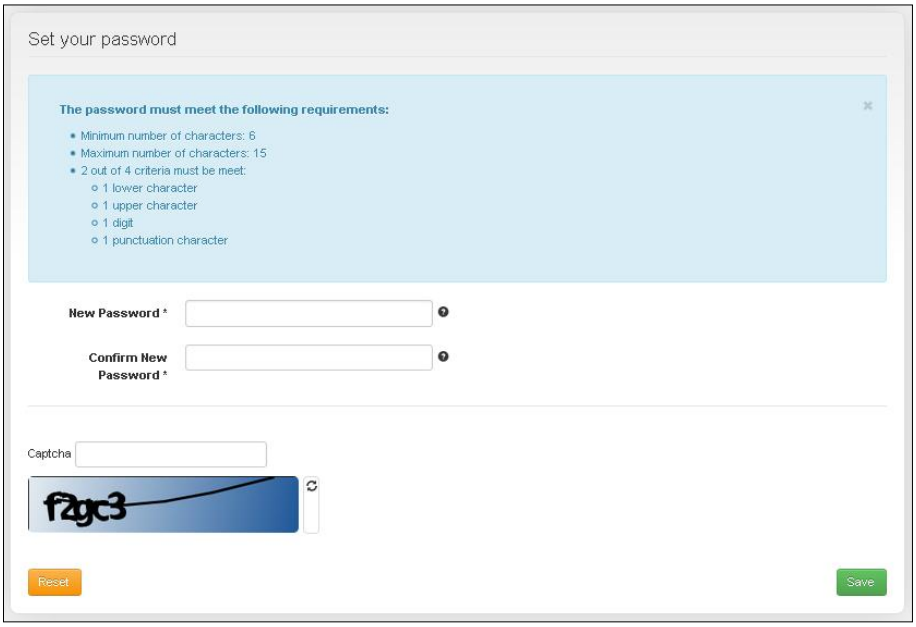

Figure 6 – Password setting

After correctly setting your password, your account will be activated and the following message will be displayed:

"Your user account has been correctly activated
You can now log into CEREMP application and start to register Market Participants"

Important notice:

- Your password must be compliant with the following minimum requirements:

✓ Minimum number of characters: 8
✓ Maximum number of characters: 15
✓ 2 out of 4 criteria must be met:
  - o 1 lower case character
  - o 1 upper case character
  - o 1 digit
  - o 1 punctuation character

- Furthermore, the following password policies are applied:

✓ When changing your password you cannot use one of the last 5 passwords
✓ After 5 failed login attempts your user account will be locked. You can unlock your account by resetting the password with the "forgotten password" functionality (refer to paragraph 2.2.4.)
✓ For security reasons you are advised to change your password regularly. If you do not change your password, it will expire after 90 days and your user account will be locked. You can unlock your account by resetting the password with the "forgotten password" functionality (refer to paragraph 2.2.4)

To log into CEREMP system, follow the instructions described in the following section.

2.2.3 CEREMP login

In order to log into CEREMP system select the Login option in CEREMP home page and enter your username and password in the relevant boxes. Click the '**Login'** button on the log in page:

Figure 7 – Login form

You will be prompted to enter a token (received by email) for authentication purposes.

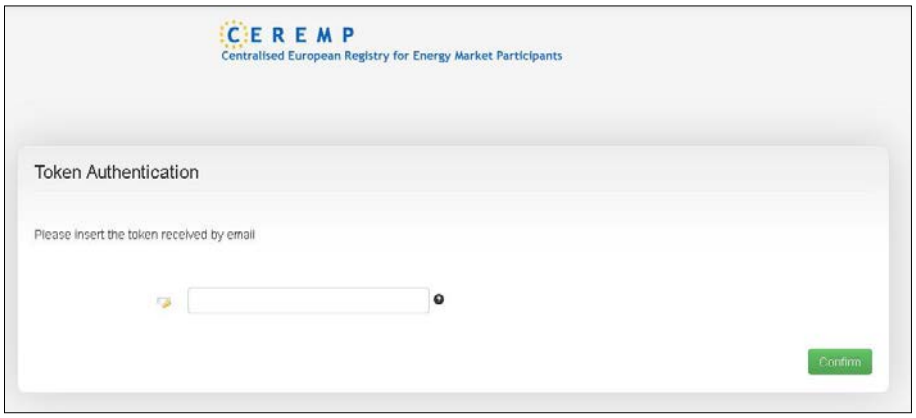

Figure 8– Token Authentication form

By accessing the email address you specified during registration (refer to paragraph 0), you will retrieve an e-mail, automatically generated by the system, containing a valid token.

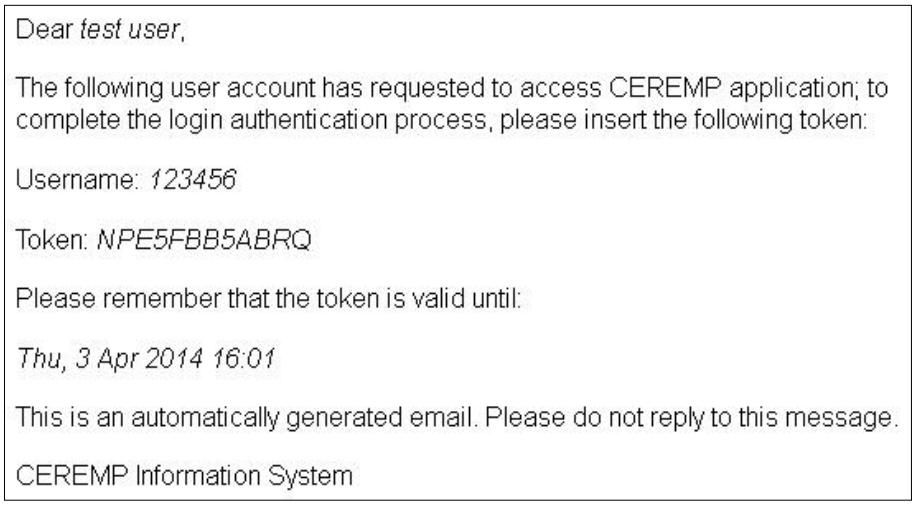
Dear test user,
The following user account has requested to access CEREMP application; to complete the login authentication process, please insert the following token:
Username: 123456
Token: NPE5FBB5ABRQ
Please remember that the token is valid until:
Thu, 3 Apr 2014 16:01
This is an automatically generated email. Please do not reply to this message.
CEREMP Information System

Figure 9 – Token Authentication email

Insert the token received (in this example: NPE5FBB5ABRQ) in the authentication form, then click "Confirm".

2.2.4 CEREMP logout

In order to logout from CEREMP system click the "**Logout**" link available on the top right of the page:

Figure 2 – Logout button

2.2.5 Reset your password

If you forget your password you can reset it by clicking the "**Forgotten password**" link of Figure (page 10). The "**Forgotten Password**" link will redirect the user to the "Forgotten Password" form. Enter your username and the Captcha-code and click on "**Submit**":

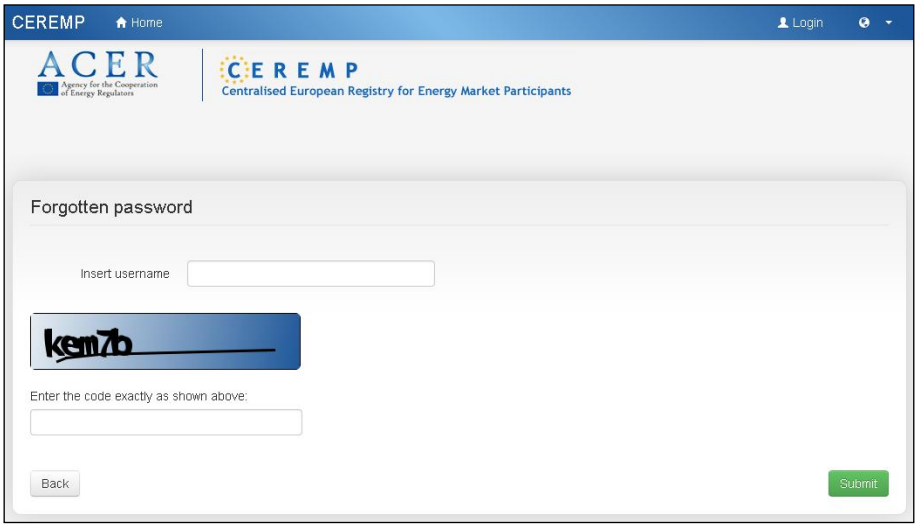

Figure 3 – Forgotten password form

You will receive an email containing a link to reset your password:

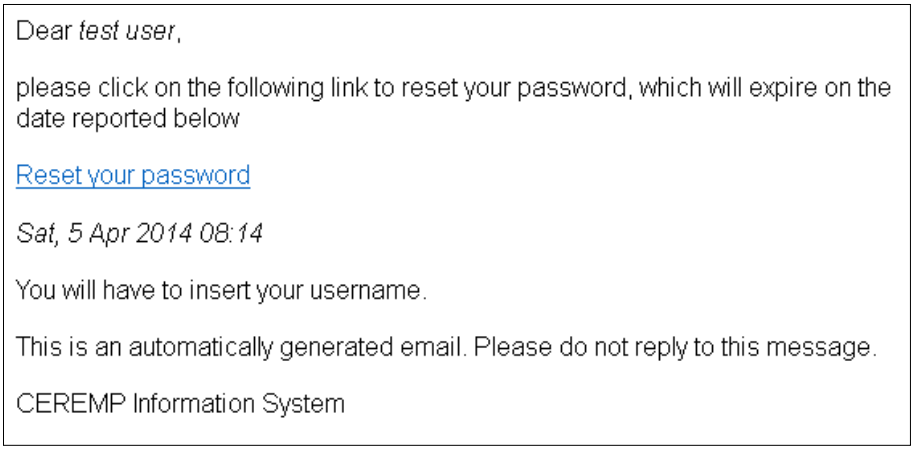
Dear test user,
please click on the following link to reset your password, which will expire on the date reported below
Reset your password
Sat, 5 Apr 2014 08:14
You will have to insert your username.
This is an automatically generated email. Please do not reply to this message.
CEREMP Information System

Figure 4 – Forgotten password email

After clicking the link, the following page will be displayed:

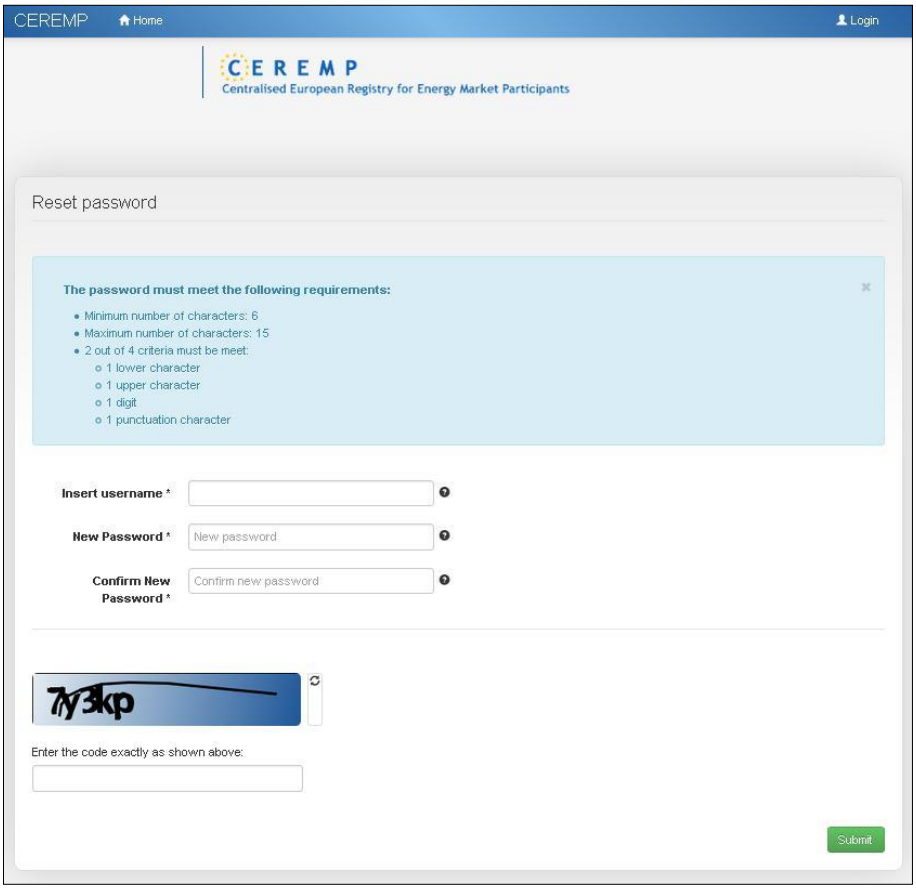

Figure 5 – Reset password

To reset your password, enter the following information:

- Your username
- The new password (you create)
- The new password again, in order to confirm it
- A Captcha (if ACER enabled it)

Please remember to follow the password policy described in paragraph 2.2.1.1.

2.2.6 User Account Management

2.2.6.1 Editing personal information

The edit account option is available to all users. It allows users to view and amend their personal contact information supplied when creating their account. To open your user account details page click the menu item:

"**User Profile**" -> "**Edit Account**".

The following page will be displayed:

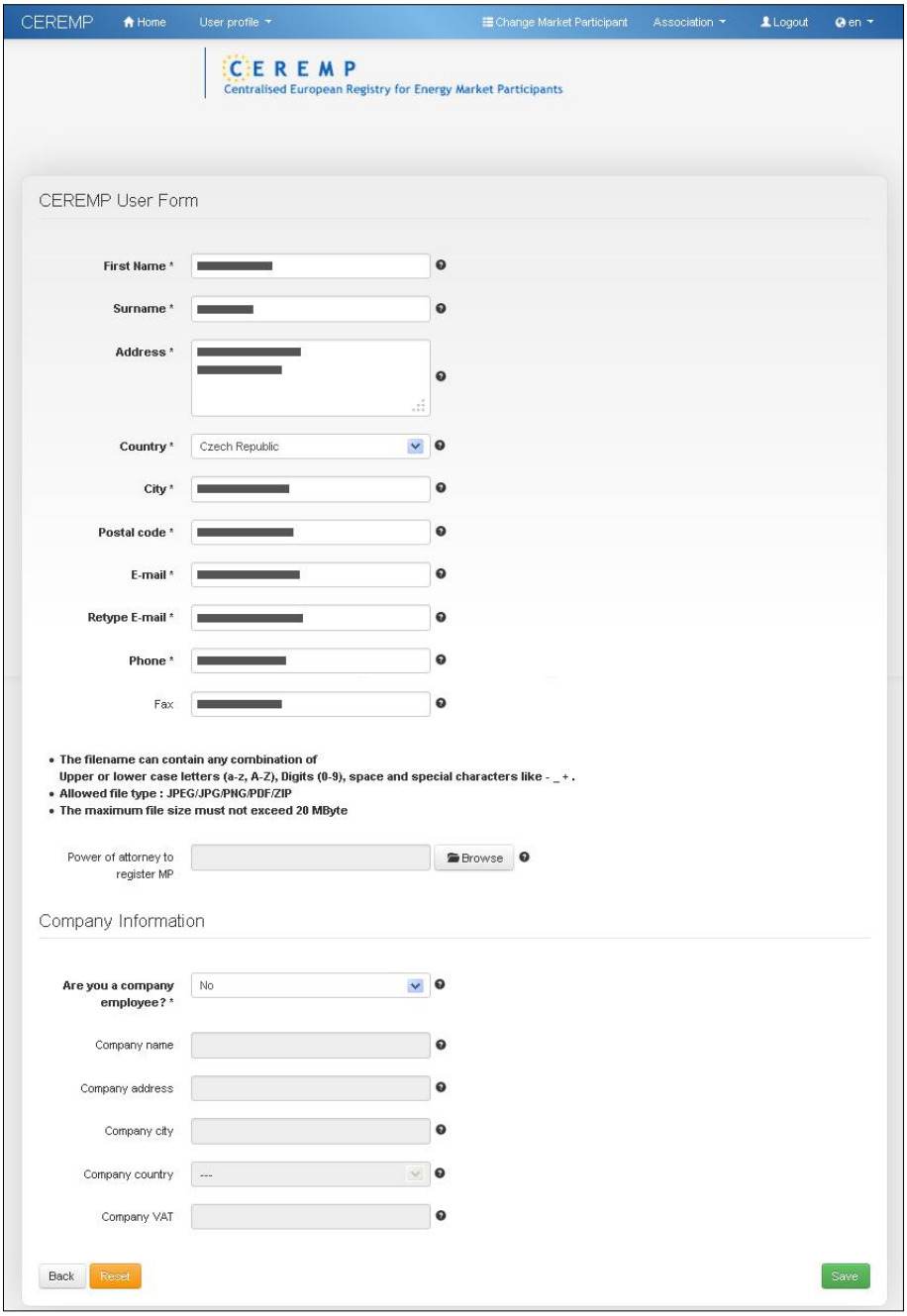

Figure 6 – User profile form (personal information was blackened)

Change the information you need to and click the "**Save**" button to record your changes.

2.2.7 Changing your password

The change password option is available to all users. It allows users, once they have logged into the system, to change their password whenever they think it is necessary, although good security protocols suggest that this should be done every 3 months.

To change your password you need to open your "**Change password**" page by clicking the menu item: "**User Profile**" ->"**Change password**". You will be prompted to:

- provide your current password
- provide the new password
- confirm the new password

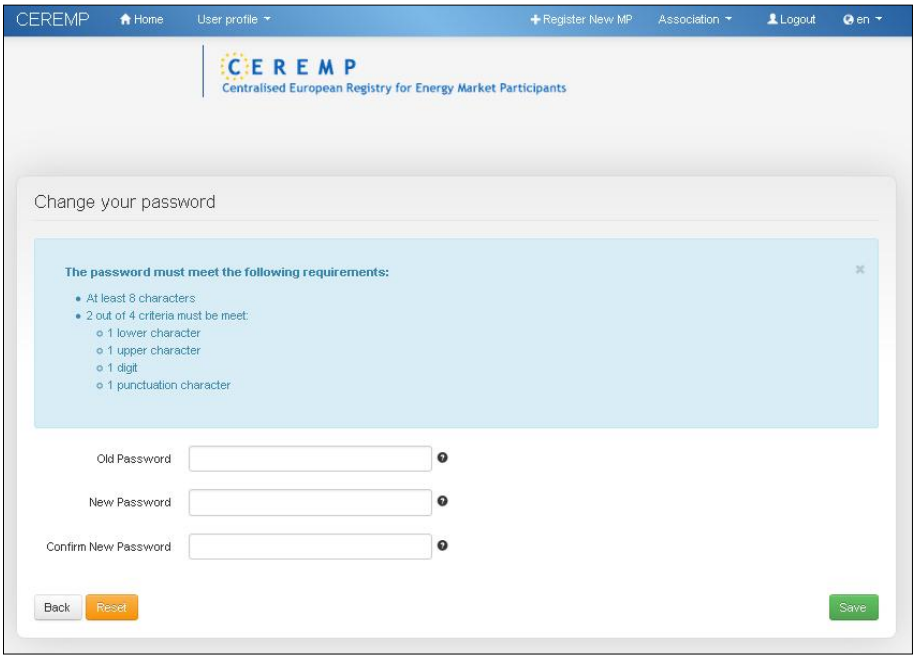

Figure 7 – Change password form

Please remember to follow the password policy described in paragraph 2.2.1.1.

2.3 New Market Participant registration

2.3.1 Saving draft

At each step of the registration flow you can save a draft version of the Registration Format and log out to postpone the registration process until all requested information is available.
If you log in again the draft version of the Registration Format will be available to continue the registration process from the position you were at before saving the draft.

2.3.2 Phase 1

During the registration process you will have to follow five steps by filling in five sections required by the ACER Registration Format.

The registration process will be split into two phases for market participants registering before the Agency has published for the first time the list of market participants in the European register. In the first phase, such market participants shall provide information relating to Sections 1 (data related to the market participant), 2 (data related to the natural persons linked to the market participant), 3 (data related to the ultimate controller or beneficiary of the market participant) and 5 (data related to the delegated parties for reporting on behalf of the market participant) of the registration format. In the second phase, such market participants shall provide the information relating to Section 4 (data related to the corporate structure of the market participant) of the

registration format. This information has to be completed within 3 months from the first publication of the European register.

Any market participant registering after the Agency publishes for the first time the European register will be required to submit the information related to all the sections of the registration format before the registration form can be considered to be correctly submitted.

2.3.2.1 Step 1: Market participant (Section 1)

***Section 1: Data related to Market Participant*.**
The person who operates on behalf of the Market Participant should fill in all required fields of Registration Format Section 1:

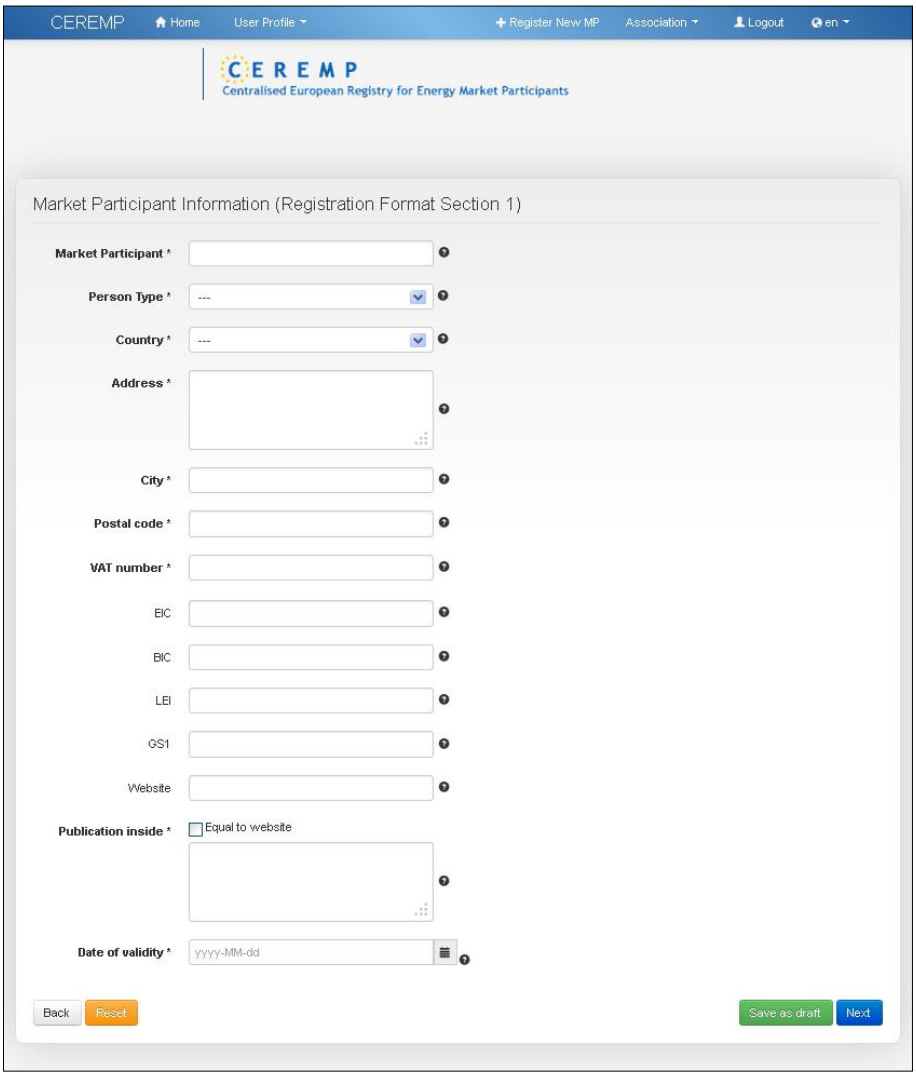

Figure 16 – Section 1 : Market Participant Information

Important notice :
The number and type of fields depends on the "**Person Type**" selection, therefore the form will display additional fields if "Person Type" is equal to "Natural Person" or to "Legal Person".
If "Person Type" is equal to "Natural Person" the following additional fields are required:

Birth Date	Date of birth (only for natural persons)
Birth City	City of birth (only for natural persons)
Birth State	State of birth (only for natural persons)

If “Person Type” is equal to “Legal Person” the following additional field is required:

Legal Form	Legal form of the market participant (only for legal entities)

It is also important to note that ACER and DERA can ask for additional information by adding further fields to Section 1. Therefore depending on decisions from ACER and from DERA, Section 1 (and only Section 1) could have some additional mandatory or optional fields at the end of the form.
After entering Section 1, click the “**Next**” button to go to Section 2. If the entered VAT code prefix does not match the selected country, the following popup message will be displayed:

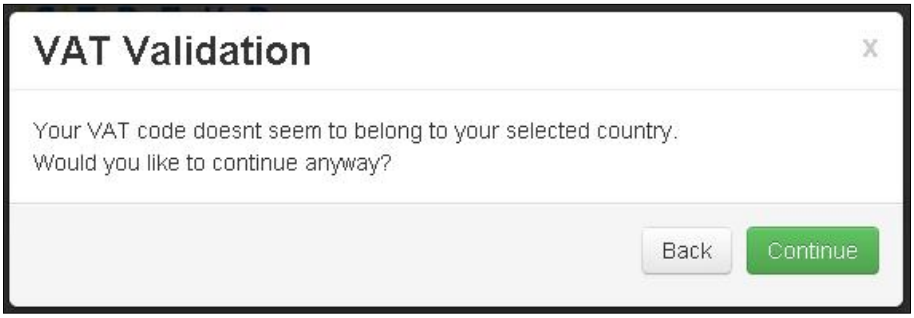
VAT Validation
Your VAT code doesnt seem to belong to your selected country.
Would you like to continue anyway?
Back
Continue

Figure 8 – Error in VAT code validation

If the entered VAT code is not included in the VAT database provided by the European Commission, the following popup message will be displayed:

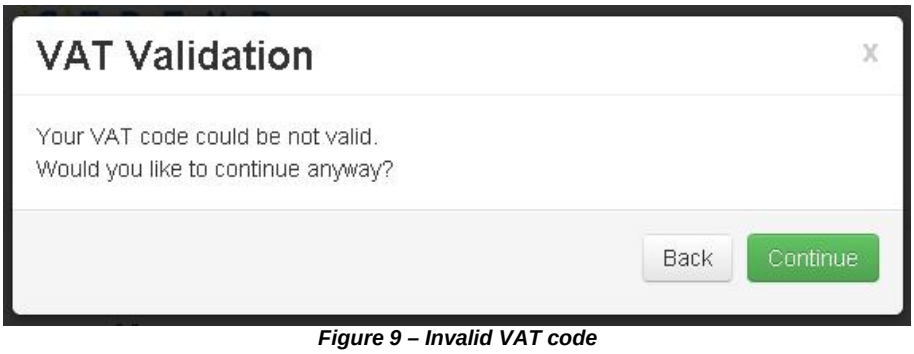

Figure 9 – Invalid VAT code

If the entered VAT code is correct, you can safely proceed with the registration by clicking “**Continue**”.

2.3.2.2 Step 2: Related Person (Section 2)

***Section2: Data Related to Natural Person linked to Market Participant*.**
The Market Participant should add at least three related people to Section 2:

- Contact for communication
- Responsible for trading decisions
- Responsible for operational decisions

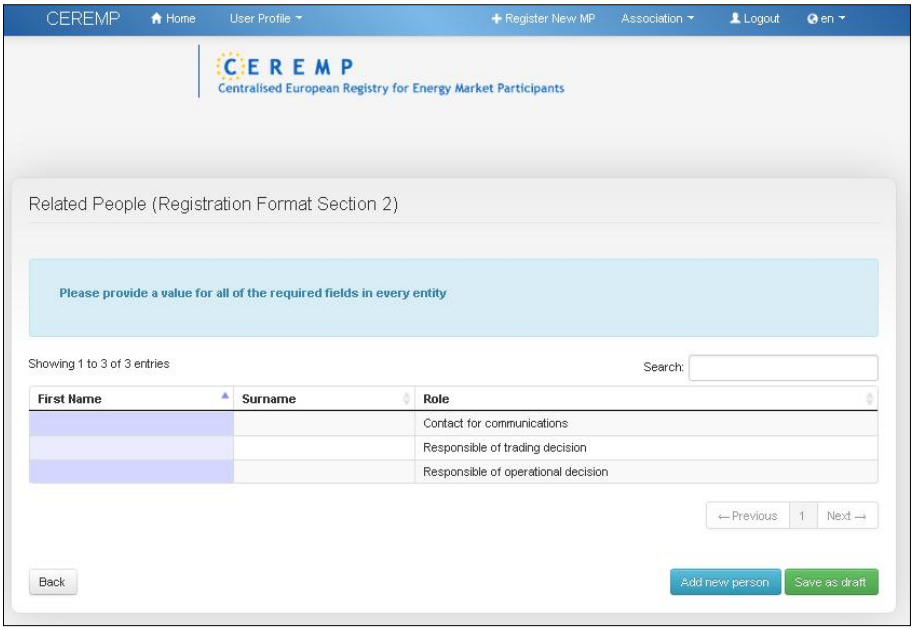

Figure 19 – Related People

By clicking one of the available positions, a new window will be displayed and you will have to enter the following information.
The scroll bar on the right will allow you to navigate through the fields to be entered.

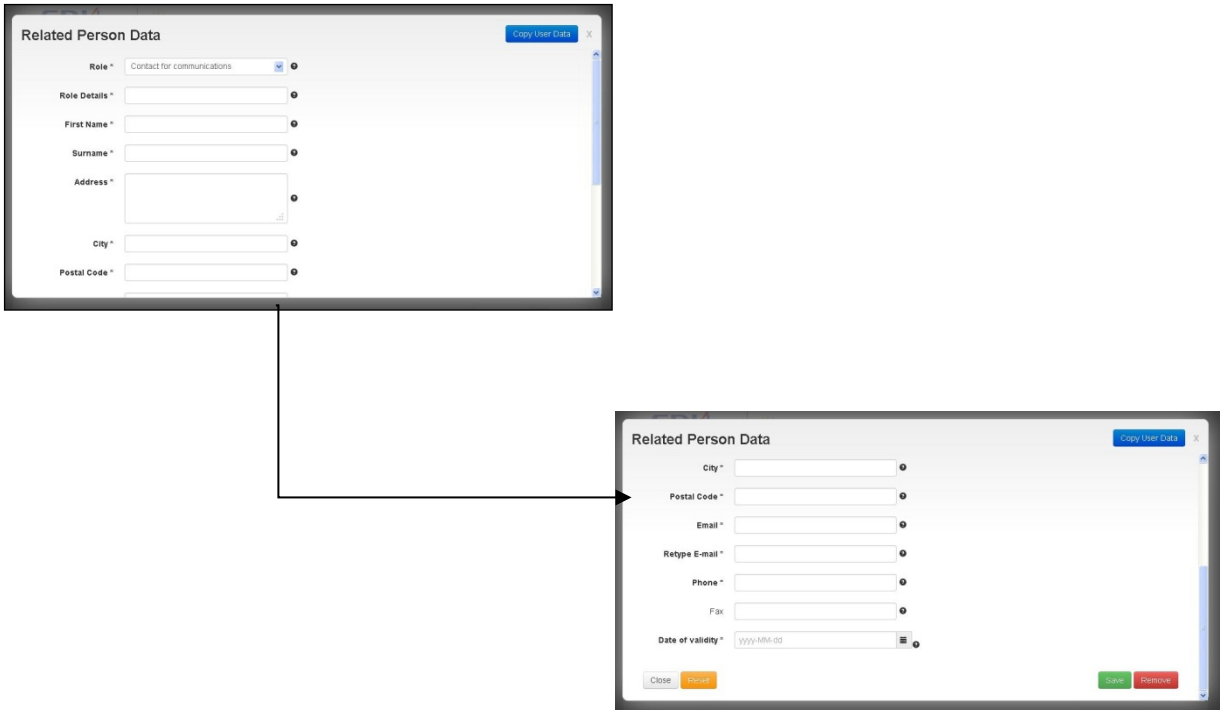

Figure 10 – Related Person Data

After entering all mandatory information on Section 2, click on "**Next**" in order to go to Section 3

2.3.2.3 Step 3: Ultimate Controller (Section 3)

Section 3: Data related to the Ultimate Controller or Beneficiary of the Market Participant.
You can add one or more ultimate controllers or beneficiaries to Section 3:

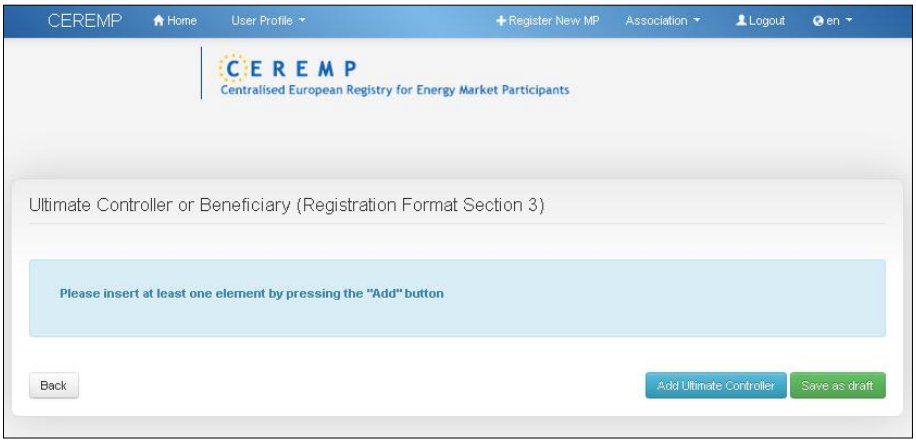

Figure 11 – Ultimate Controller or Beneficiary

The following information is requested for each ultimate controller or beneficiary of the MP. The scroll bar on the right will allow you to navigate through the fields to be entered.

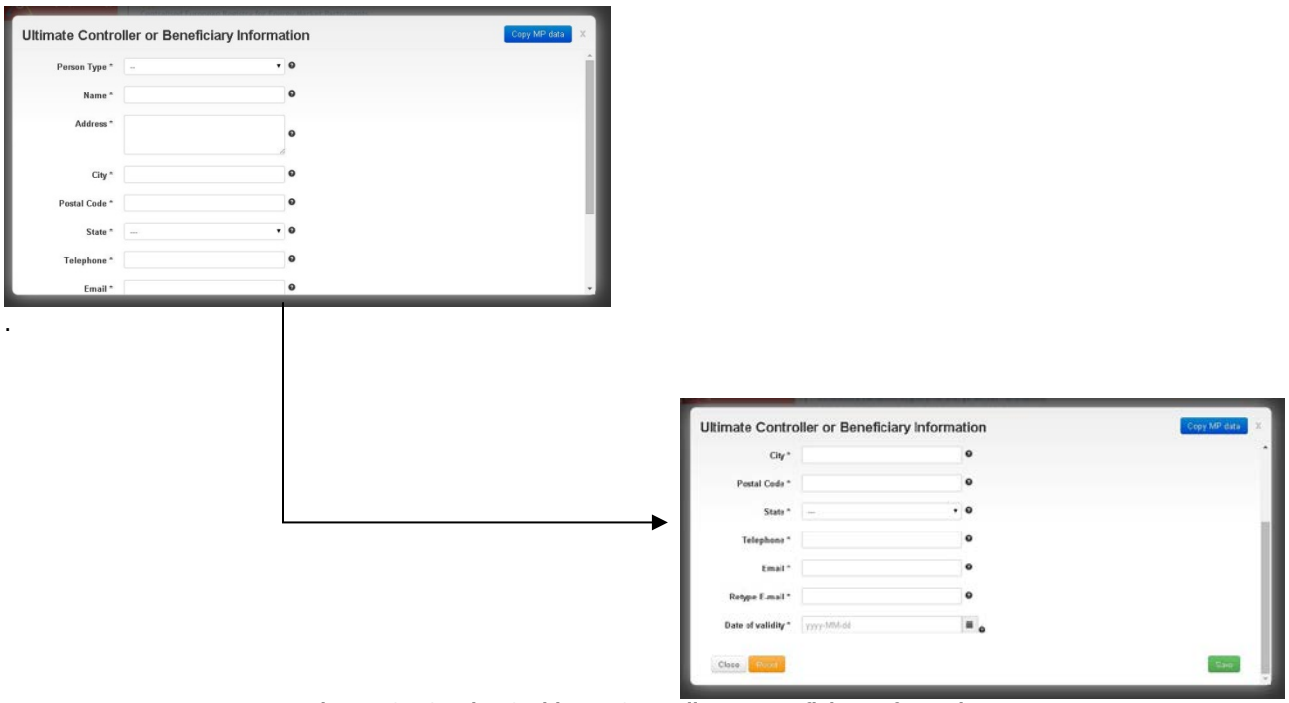

Figure 12 – Section 3 Ultimate Controller or Beneficiary Information

After entering all mandatory information on Section 3, click on "**Next**" in order to go to Section 4.

2.3.2.4 Step 4: Corporate Relationships (Section 4)

***Section 4: Data related to the corporate structure of the market participant*.**
During the first phase of the registration, Section 4 will be disabled since no Market Participants have been published in the European Register:

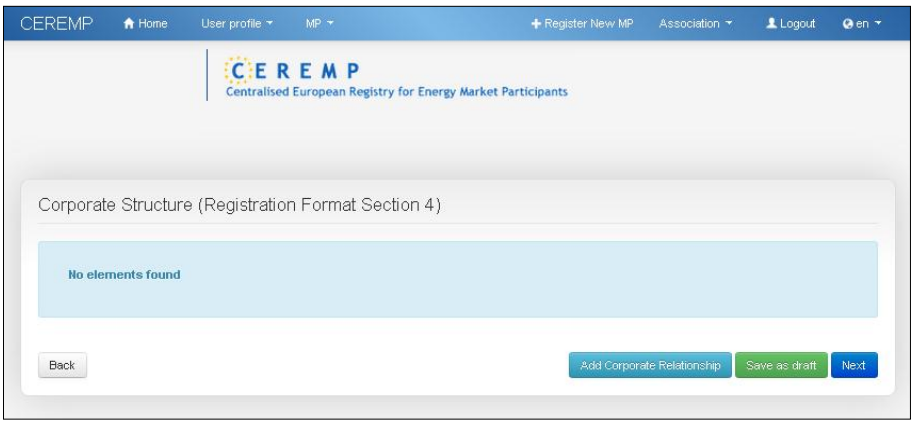

Figure 13 – Corporate Relationships

After the publication of the European Register, you will be able to add corporate relationships with other Market Participants as described in chapter 2.3.2.
Click the "**Next**" button to go to the final step.

2.3.2.5 Step 5: Delegated Parties (Section 5)

***Section 5: Data related to delegated parties for reporting on behalf of the Market Participant*.**
In the last step of the registration process, you can enter delegated parties information as shown below

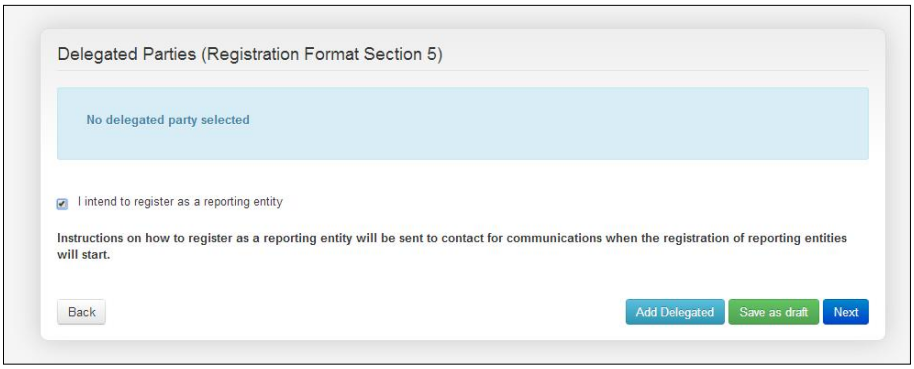
Delegated Parties (Registration Format Section 5)
No delegated party selected
I intend to register as a reporting entity
Instructions on how to register as a reporting entity will be sent to contact for communications when the registration of reporting entities will start.
Back
Add Delegated
Save as draft
Next

Figure 14 – Add Delegated Parties

There are three options for reporting data:

- Option A: If the Market Participant plans to report all data tick the checkbox "I intend to register as a reporting entity".
- Option B: If the Market Participant plans to have one or more delegated parties to report all data click the button "**Add Delegated**" and follow the instructions on the next page.
- Option C: If the Market Participant plans to report some data and have one of more delegated parties to report the rest, tick the checkbox "I intend to register as a reporting entity" and click the button "**Add Delegated**".

Instructions on how to register as a reporting entity will be sent to contact for communications when the registration of reporting entities will start.

Clicking the "**Add Delegated**" button a new page will be displayed for entering delegated party information

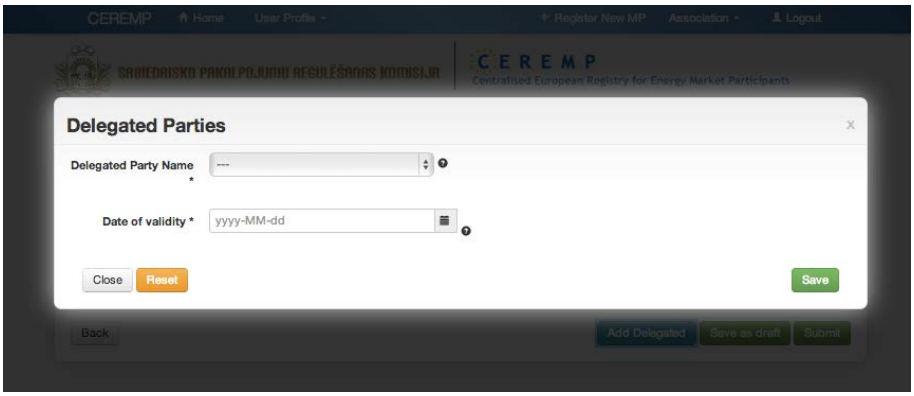

Figure 15 – Delegated Parties

The following mandatory fields should be filled in:

- Name of delegated Party: identifies the delegated party's company
- Date of validity

Click the "**Add Delegated**" button again to add more than one delegated party; otherwise, click on "**Next**" to record your information. You can add another delegated party by repeating the previous step.

2.3.2.6 Submitting Phase 1 (confirmation email, some NRA action, ACER code)

After filling in all required fields of the Registration Format (Section 1, Section 2, Section 3 and optionally Section 5), you will be presented with a summary of the information provided, and, on the lower part of the page, you will be asked to confirm that the information provided is true and accurate.

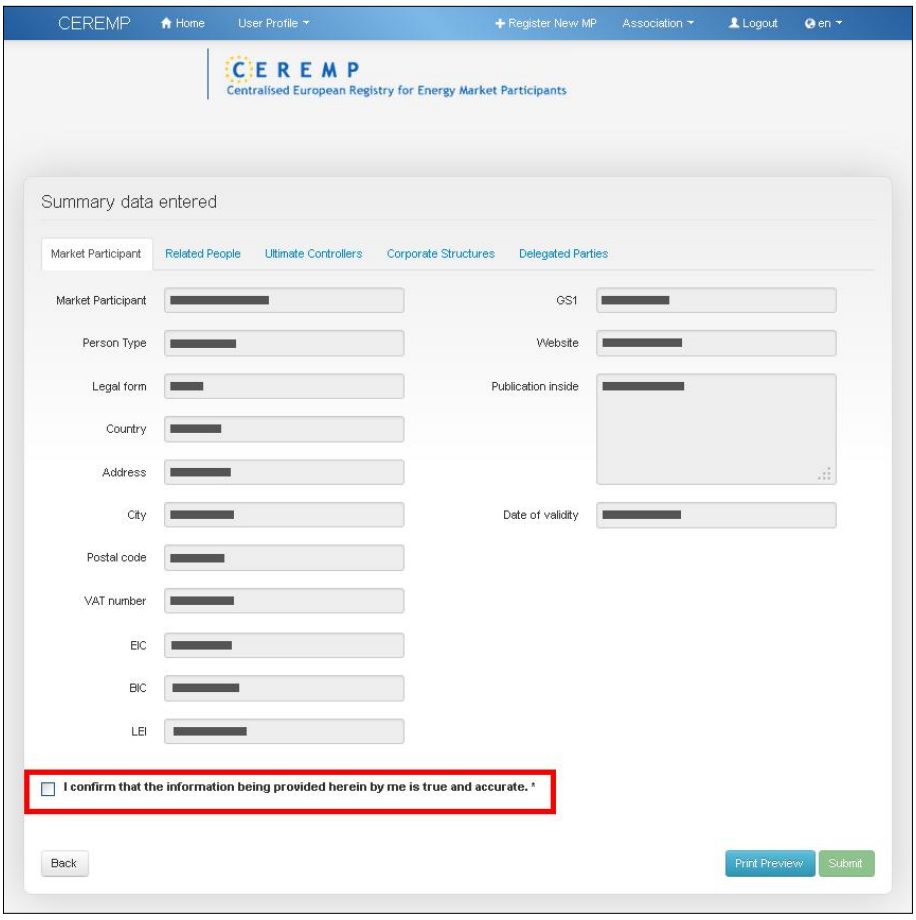

Figure 16 – Summary of the entered data (personal information was blackened)

Select the confirmation checkbox, then click on "**Submit**": after submitting the registration application DERA will be automatically informed about the new registration application.

NRA CONFIRMATION REQUIRED

As DERA will examine each new registration before confirmation, after submitting the registration application the following message will be displayed.

Result
Your registration request has been submitted to the National Regulatory Authority, you will receive an email at the end of the evaluation process.

Figure 27– Registration request – NRA confirmation required

Moreover, you will receive a mail like the following one:

Dear *123456*,

the registration of the following new market participant has been submitted to the National Authority

##DFT000019

You will receive an email at the end of the evaluation process: please note that until then the registration will not be effective.

This is an automatically generated email. Please do not reply to this message.

CEREMP Information System

Figure 17 – Email message – NRA confirmation required

Upon receiving the registration application DERA can:

- Approve the registration application
- Reject the registration application
- Ask for changes to the registration application

You will be informed via email accordingly.

If DERA asks for changes, the registration application will be put back into the draft status and you will be able to edit it again.

If DERA approves your registration application, you will receive an email with an MP Name and ACER Code relating to the registration you have just made.

2.3.3 Phase 2

After the publication of the European Register, all Market Participant ACER codes will be publicly available. Each Market Participant will have to declare its corporate relationship with any other Market Participants.

During this phase there will be two possible scenarios:

1. If the Market Participant has already been registered and validated by DERA, you will be able to update, if necessary, **Section 4,** using the functionality "**MP**" -> "**Registration Format**" -> "**Update Corporate Structure**".

2. If the Market Participant has not been registered or is currently in draft status, you should start a new Market Participant registration or continue the previous draft registration. **Section 4** will be displayed immediately after completing **Section 3**.

The following two paragraphs describe the applicable scenarios:

2.3.3.1 Adding corporate relationships to Section 4 for an already registered and validated MP

Section 4: Data related to the corporate structure of the market participant
You can add one or more corporate relationships by clicking the "**Add Corporate Relationship**" button:

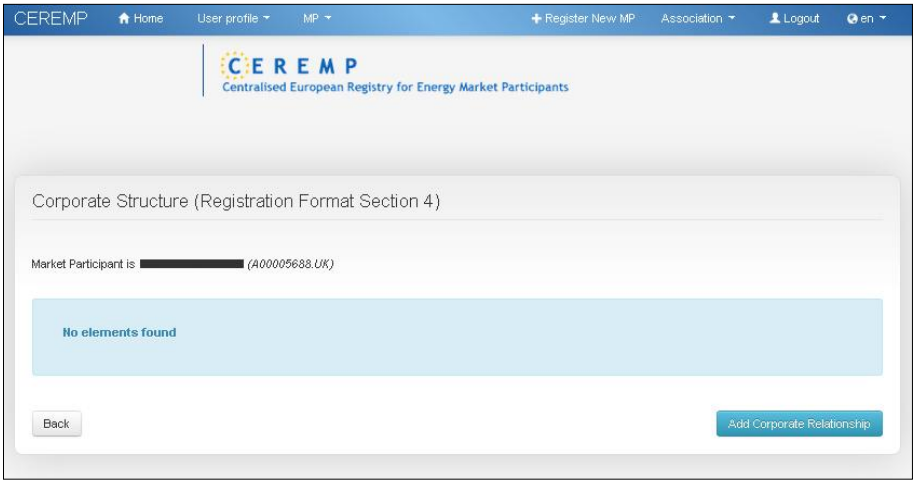

Figure 18 – Add Corporate Relationship

After clicking the "**Add Corporate Relationship**" button the following page will be displayed:

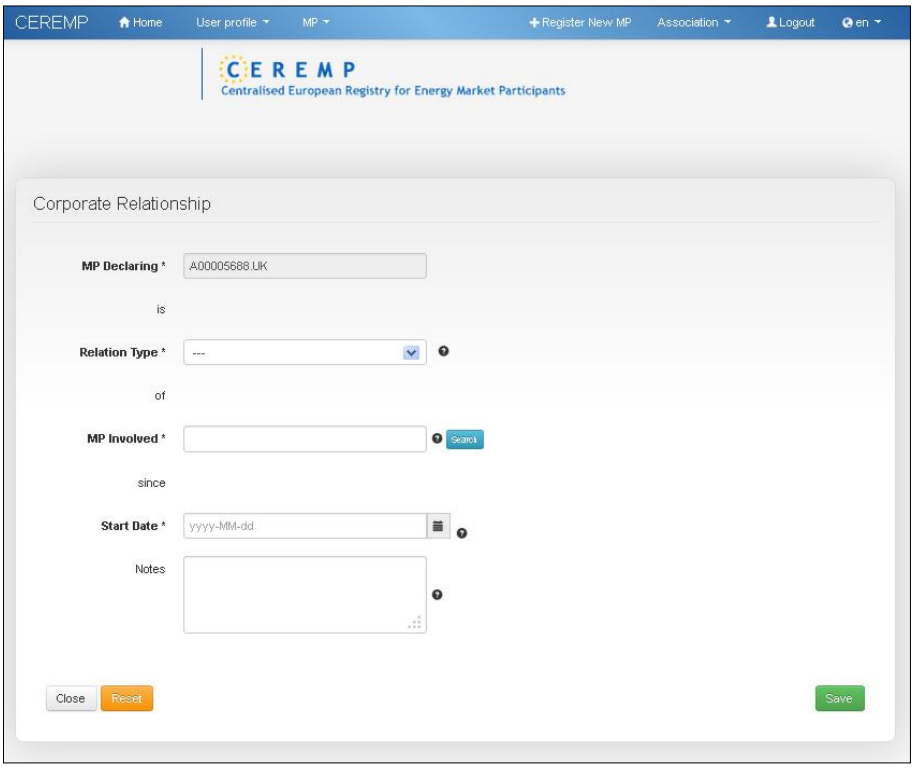

Figure 30 – Corporate Relationship

The following information must be specified:

- **MP declaring**: the read-only name of the MP that you are dealing with is displayed;
- **MP involved**: choose one MP from the search form;
- **Relation type**: choose one of the three available relation types:
  - ✓ Parent undertaking
  - ✓ Controlled undertaking
  - ✓ Other related undertaking
- **Start date:** specify a start date of validity for this corporate relationship
- **Additional notes** (optional)

To select the MP involved click on the “**Search**” button and the following the page will be displayed

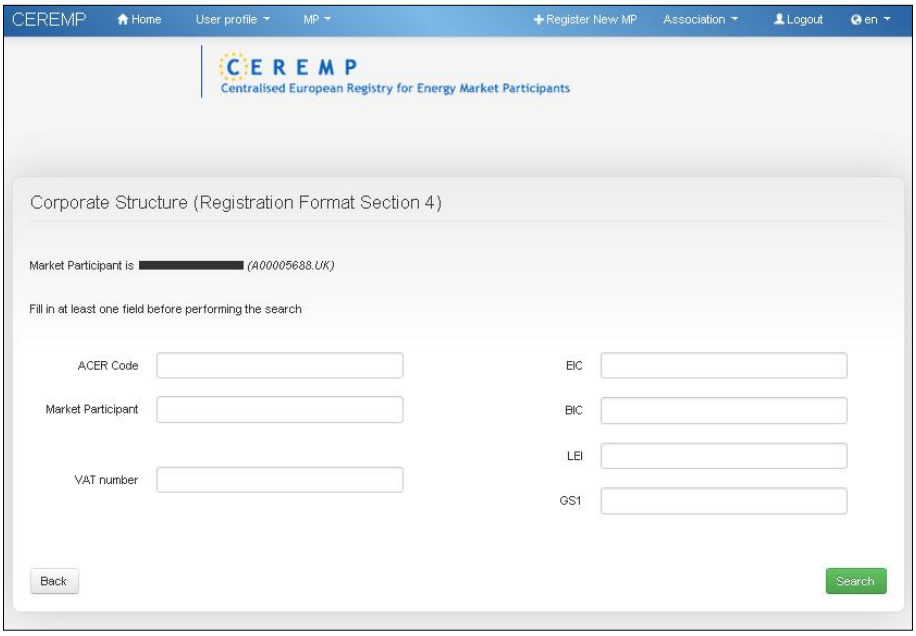

Figure 19 – Corporate Structure (personal information was blackened)

Insert a search criteria and click on “**Search**”. Market Participants in the European Register matching the search criteria will be listed:

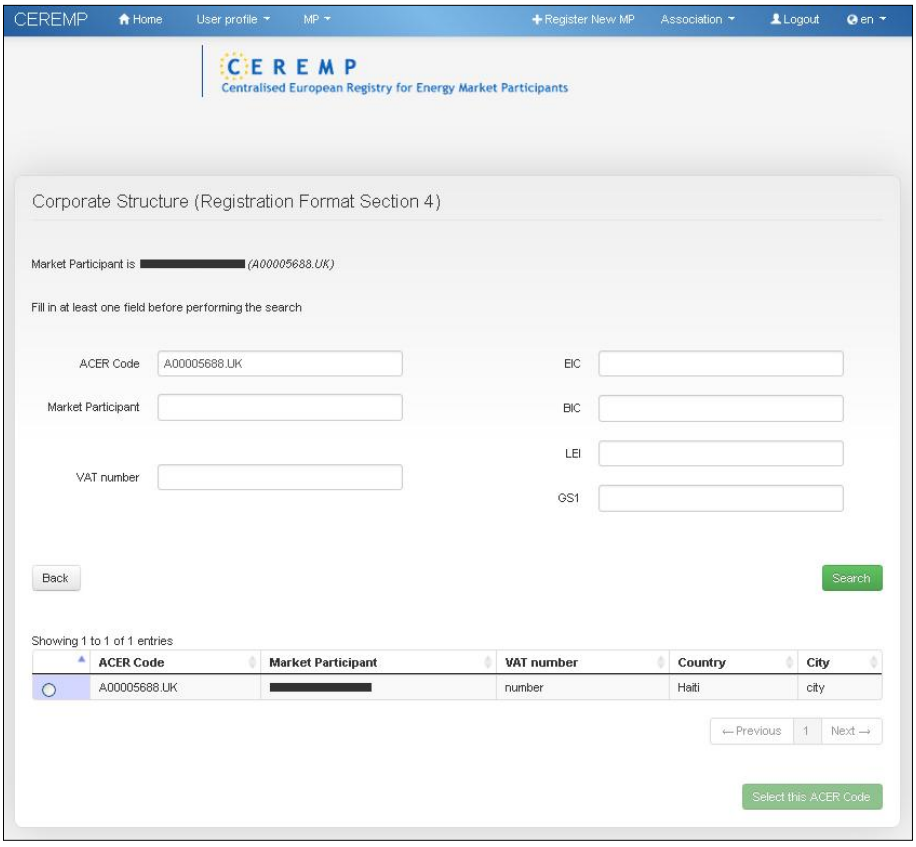

Figure 20 – Market Participant List (personal information was blackened)

Select one MP and click on “**Select This Acercode**”. The selected MP will be displayed in the relevant MP field.

Click on “**Save**” to add a new corporate relationship.

After clicking the “**Save**” button, the corporate relationship is added to the MP Registration Format.

NRA CONFIRMATION REQUIRED

As DERA will examine each new update before confirmation, after submitting the update application the following message will be displayed.

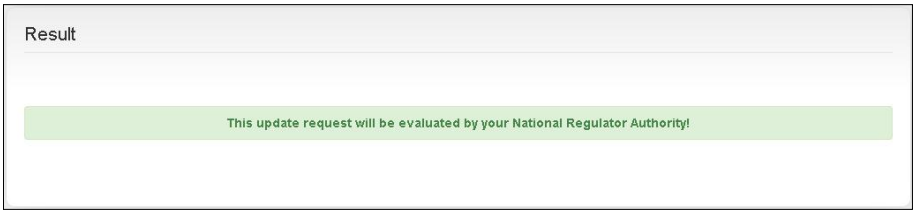

Figure 21 – Update request – NRA confirmation required

Upon receiving the update application DERA can:

- Approve the update application
- Reject the update application

You will be informed via email accordingly.

After adding a Corporate Relationship, email notifications will be sent to:

- The NRA of the declaring Market Participant
- MP user of the declaring Market Participant
- MP user of the involved Market Participant
- MP users linked to the declaring Market Participant
- MP users linked to the involved Market Participant
- The contact for communications of the declaring Market Participant
- The contact for communications of the involved Market Participant

2.3.3.2 Adding Corporate Relationship during New Market Participant Registration

Section 4: Data related to the corporate structure of the market participant

After completing Section 3, by clicking on "**Next**", the following page will be displayed:

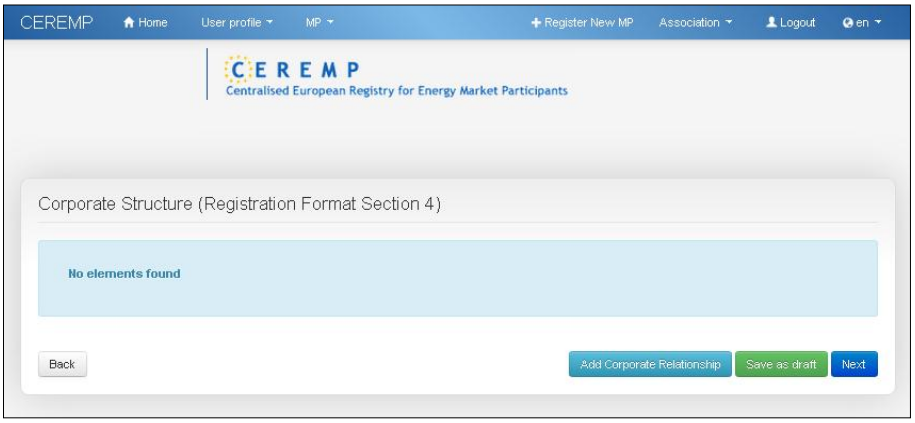

Figure 22 – Add Corporate Relationship

Clicking the “**Add Corporate Relationship**” button the following form will be displayed:

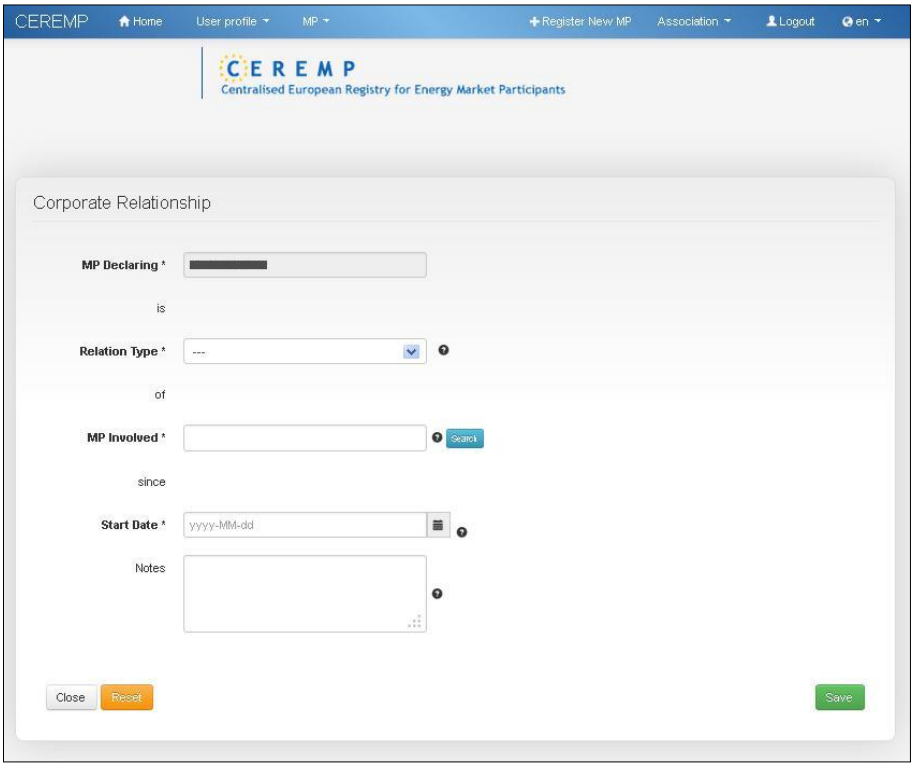

Figure 35 – Add Corporate Relationship information(personal information was blackened)

The following information must be specified:

- **MP declaring**: the read-only name of the MP that you are dealing with is displayed;
- **MP involved**: choose one MP from the search form;
- **Relation type**: choose one of the three available relation types:
  - ✓ Parent undertaking
  - ✓ Controlled undertaking
  - ✓ Other related undertaking
- **Start date:** specify a start date of validity for this corporate relationship
- **Additional notes** (optional)

To select the **MP involved** click the “**Search**” button and the following the page will be displayed

Figure 36– MP involved selection

Insert your search criteria and click the "**Search**" button. Market Participants in the European Register matching the criteria will be displayed:

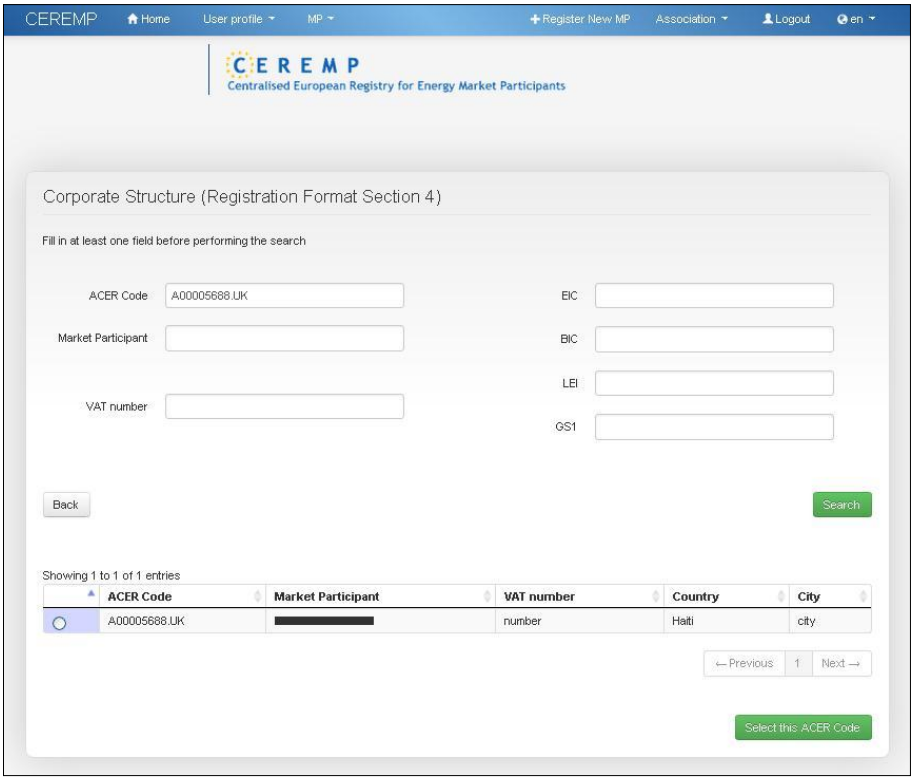

Figure 23 – Market Participant list (personal information was blackened)

Select one MP and click the "**Select This Acer code**" button. The selected MP will be displayed in the relevant MP field.
After clicking the "**Save**" button, the corporate relationship is added to the MP Registration Format.

Click the "**Next**" button to go to the final step (Section 5: Data related to delegated parties for reporting on behalf of the Market Participant. Refer to 2.3.2.5).

To complete the new Market Participant registration you should click the "**Submit**" button on the Section 5 page. You will be presented with a summary of the information provided, and, on the lower part of the page, you will be asked to confirm that the information provided is true and accurate.

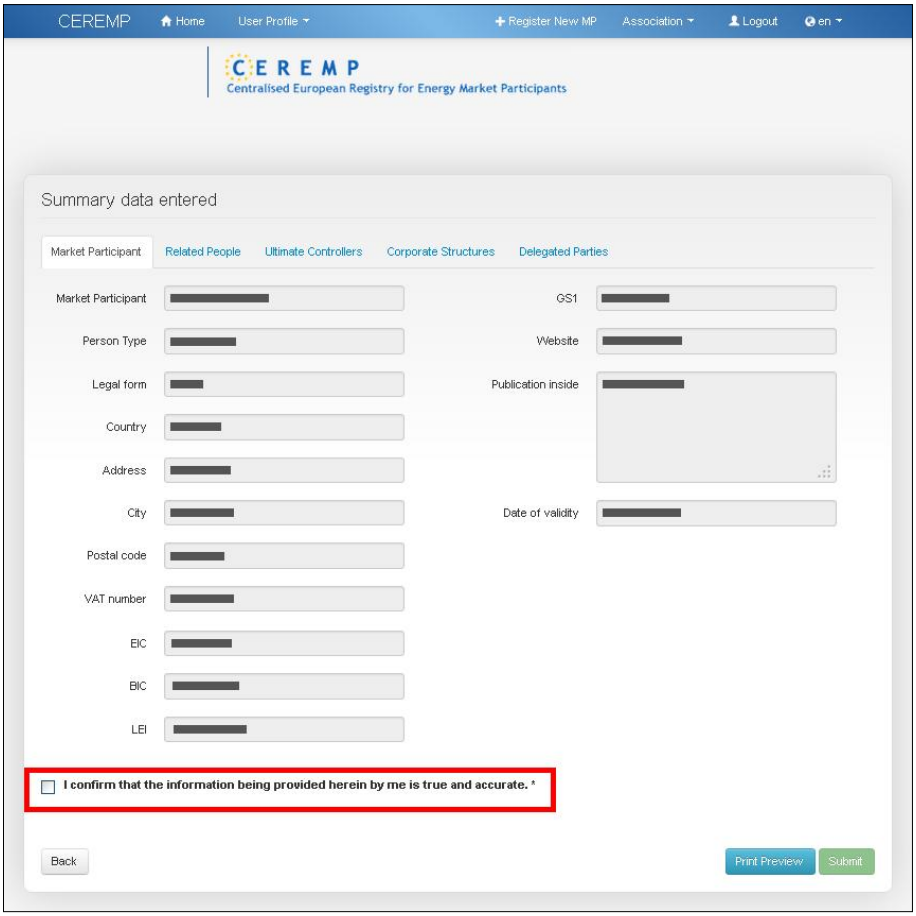

Figure 38 – Summary of the entered data (personal information was blackened)

Select the confirmation checkbox, then click on "**Submit**": after submitting the registration application DERA will be automatically informed about the new registration application.

NRA CONFIRMATION REQUIRED

As DERA will examine each new registration before confirmation, after submitting the registration application the following message will be displayed.

Result
Your registration request has been submitted to the National Regulatory Authority, you will receive an email at the end of the evaluation process.

Figure 39 – Registration request – NRA confirmation required

Moreover, you will receive a mail like the following one:

Dear *123456*,

the registration of the following new market participant has been submitted to the National Authority

##DFT000019

You will receive an email at the end of the evaluation process: please note that until then the registration will not be effective.

This is an automatically generated email. Please do not reply to this message.

CEREMP Information System

Figure 24 – Email message – NRA confirmation required

Upon receiving the registration application DERA can:

- Approve the registration application
- Reject the registration application
- Ask for changes to the registration application

You will be informed via email accordingly.

If DERA asks for changes, the registration application will be put back into the draft status and you will be able to edit it again.

If DERA approves your registration application, you will receive an email with an MP Name and ACER Code relating to the registration you have just made.

2.4 Registering additional Market Participants

You can register additional Market Participants at any time by starting a new registration process. To begin a new registration you should click the button "**Register New MP**" available on the top navigation bar.

If you register more than one Market Participant, after logging into CEREMP application, you will be presented with a list of available Market Participants to choose from:

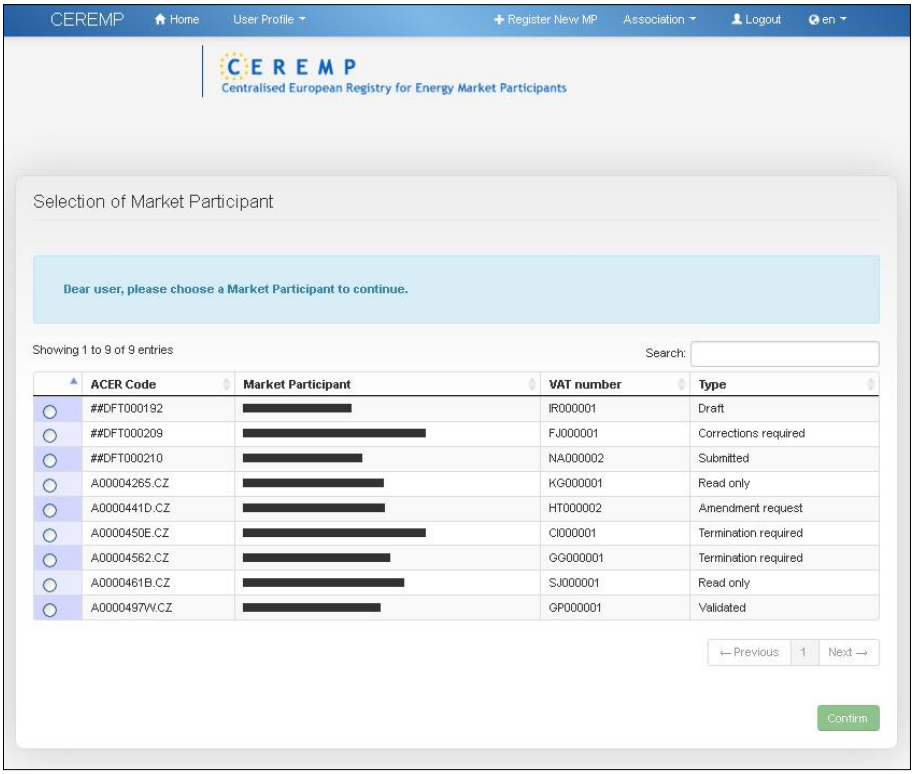

Figure 41 – Selection of Market Participant

Click one radio button on the left and press "**Confirm**" to resume a Market Participant registration.

2.5 Associating to already registered Market Participants

2.5.1 How to be associated to already registered Market Participants

You can ask at any time to be associated to one or more already registered Market Participants under your NRA. To be able to use this functionality at least one Market Participant must have been published in the National Register. By clicking the menu item "**Association**" -> "**New MP association**" available on the top navigation bar, (Figure 25). The search form page will be displayed as in Figure 26:

Figure 25 – New MP Association

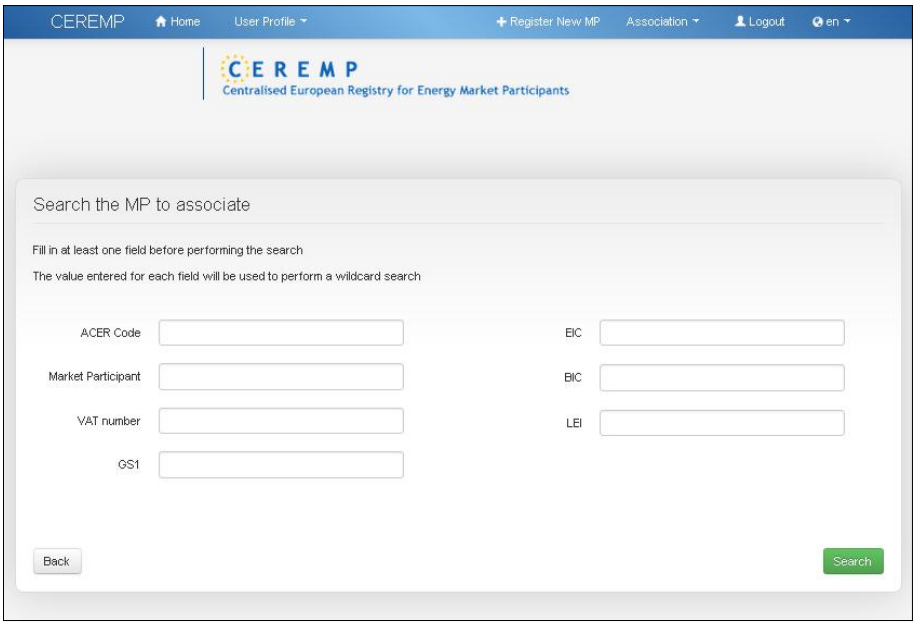

Figure 26 – Market Participants to associate

Insert your search criteria and click on "**Search**".
Select, from the displayed list, the MPs you want to be associated with and press the "**Send Request**" button to register your association request.

DERA will let other users associated with the MP confirm the new association request. The following message will then be displayed:

"Your association request has been sent to all users already linked to MP. You will receive an email at the end of evaluation process. Please note that market participants already assigned to you or already requested to be associated will be ignored"

If your association request is approved, when logging into CEREMP, you will be able to select the relevant Market Participant.

2.5.2 How to evaluate association requests made by other users

NRA CONFIRMATION NOT REQUIRED

As DERA will let users confirm the association requests, at any time you may receive notifications about association requests, made by other users, to be associated with your Market Participants.

After receiving a notification request by email, you can view the list of pending association requests by selecting the relevant Market Participant, on the home page, and then by clicking the menu item "**Association**" -> "**Association Request**".

Figure 27 – Association Requests selection

If a pending association request is present, the following page will be displayed:

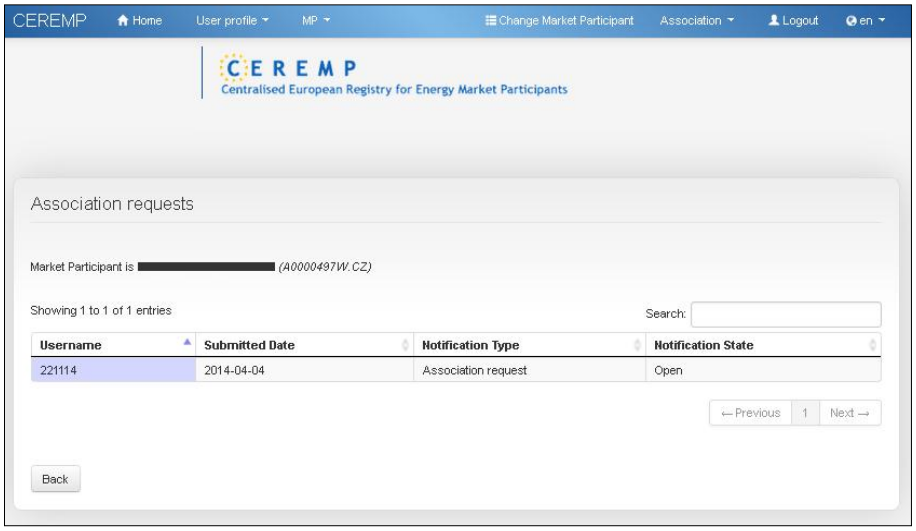

Figure 28 – Pending Association Requests(personal information was blackened)

If you select the association request, the page with the association details is shown:

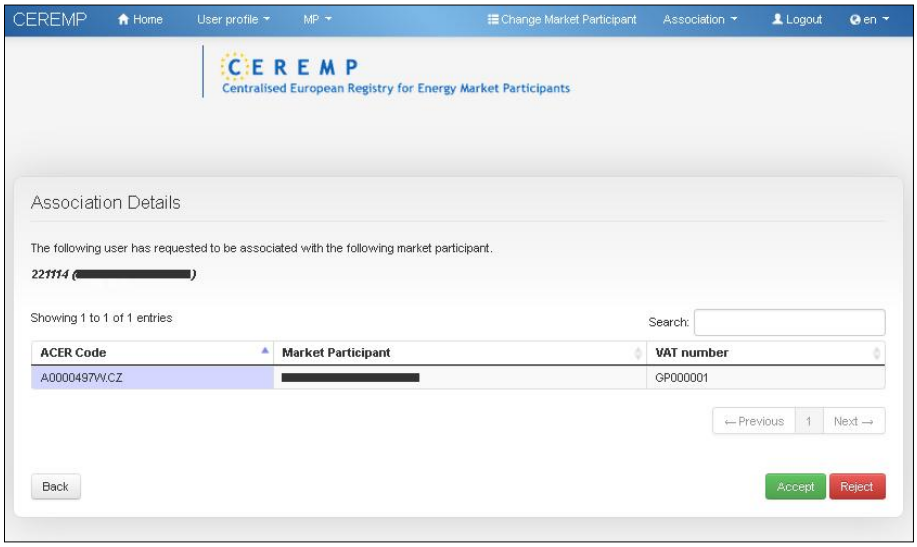

Figure 46 – Pending Association Requests details

The association request can then be accepted or rejected by clicking the corresponding buttons.

2.6 Other functionalities

2.6.1 Viewing, Updating or amending Market Participant details

At any time you can view and edit the five sections of the MP Registration Format details by clicking on the one of the following menu items:

- "**MP**" ->"**Registration Format**" ->"**Update Market Participant**" (Section 1)
- "**MP**" ->"**Registration Format**" ->"**Update Related Person**" (Section 2)
- "**MP**" ->"**Registration Format**" ->"**Update Ultimate Controller**" (Section 3)
- "**MP**" ->"**Registration Format**" ->"**Update Corporate Structures**" (Section 4)
- "**MP**" ->"**Registration Format**" ->"**Update Delegated Party**" (Section 5)

NRA CONFIRMATION REQUIRED

As DERA will examine each new update before confirmation, after submitting the update application the following message will be displayed.

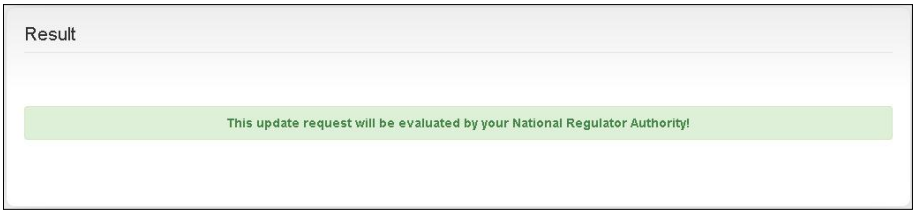

Figure 47 – Update request – NRA confirmation required

Upon receiving the update application DERA can:

- Approve the update application
- Reject the update application

You will be informed via email accordingly.

2.6.2 Changing Member State

A registered MP must be registered a second time in the event of a relocation of MP's headquarters to another Member State. In this scenario you can ask to change the member state of an MP by clicking the menu item "**MP**" -> "**Change Member State**"; to complete the request you will have to:

- Choose the new NRA (namely the new Member state)
- Enter a motivation
- Eventually upload an attachment

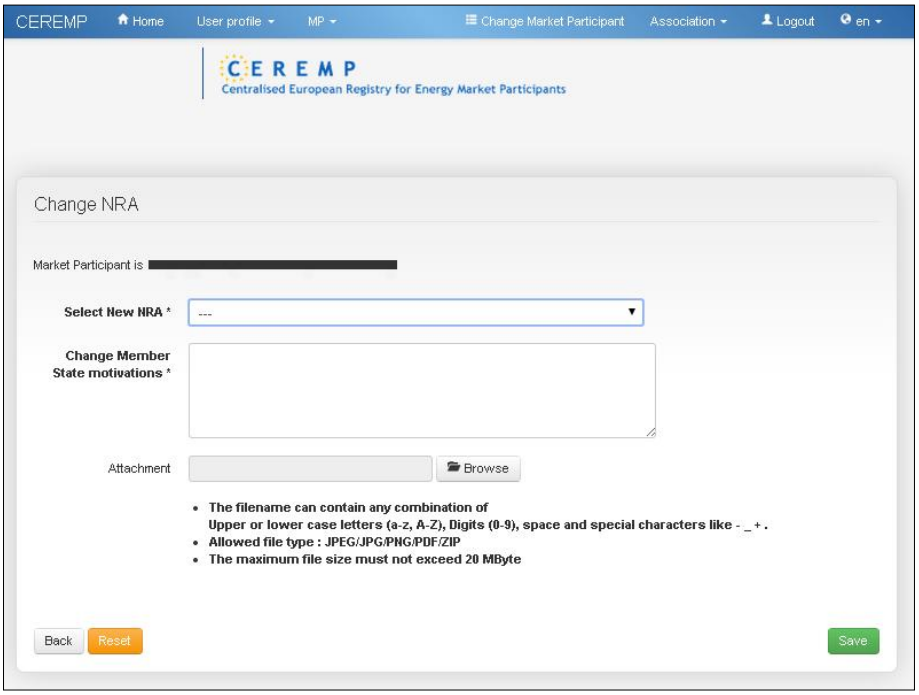

Figure* 48 – *Change NRA request form

Upon receiving the request to change member state, the current NRA can:

- Approve the request
- Reject the request

In case of approval, the current MP will be terminated (ACER code will be dismissed) in the current Member State and a new registration (with a new ACER code) for the new NRA will be necessary.
Since you requested to change member state for the MP, you will receive an email with details on how to register the MP under the new NRA:

- You will have to complete a new user registration form under the new NRA
- When your user registration will be accepted by the new NRA, you will be able to access a draft registration request related to the MP under the new Member State.

2.6.3 Deleting Market Participant

You can delete (or terminate) a registered MP (e.g. due to the fact the company is closed, due to a merger, etc.), by clicking the menu item "**MP**" -> "**Termination**"

To complete the request for termination you will have to provide the following information:

- A termination motivation
- A document proving the statement of termination (optional)

Figure 49 – Terminate Form

Upon receiving the request for termination, DERA can:

- Approve the termination registration request
- Reject the termination registration request

In any case, you will be informed accordingly.

2.6.4 Viewing historical changes

By selecting "**MP**"→ "**Historical report**" from the menu, you will access a form through which you can select a MP. Having selected the MP, it is possible to visualize the history log of the amendments that have been made to the MP registration format as shown in Figure .

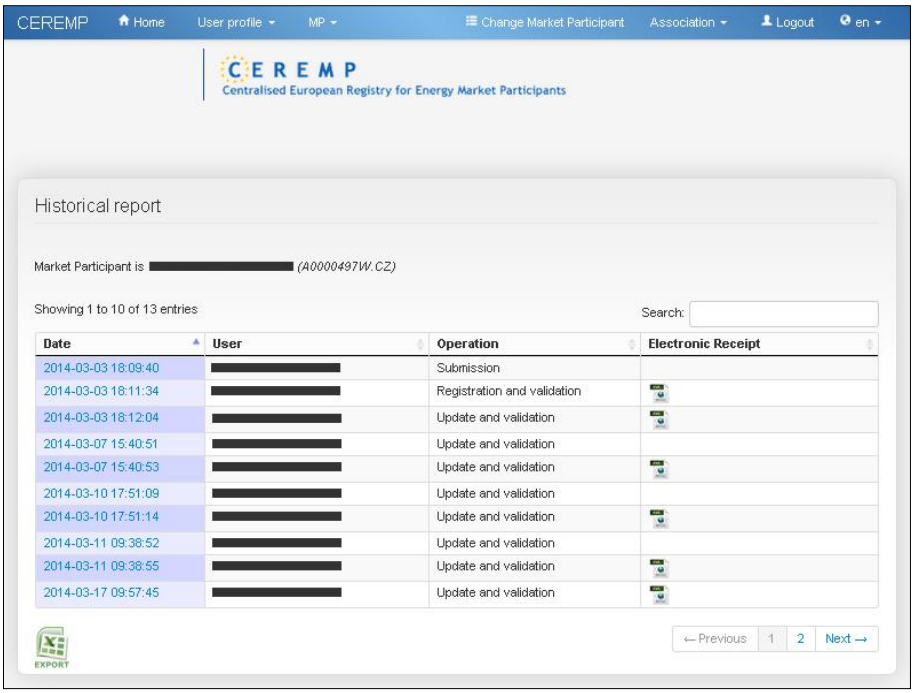

Figure 50 – MP History

You can download the entire list as an excel file.
By clicking on a row from the list of items, you can obtain details of the MP information that were active at the selected amendments date time.

2.6.5 Correction Request

At any time DERA can ask you to amend a Market Participant registration; in this case you will be notified by email; when you select the corresponding Market Participant from the list of available MPs (if more than one are associated to your account), a pop-up window will be displayed:

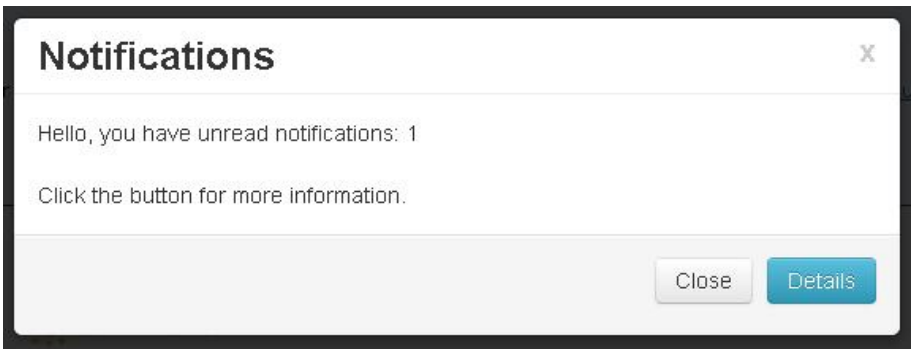

Figure 29 – Notification page

To open the correction request sent by DERA, you should click on "**Details**".
The following page will be displayed:

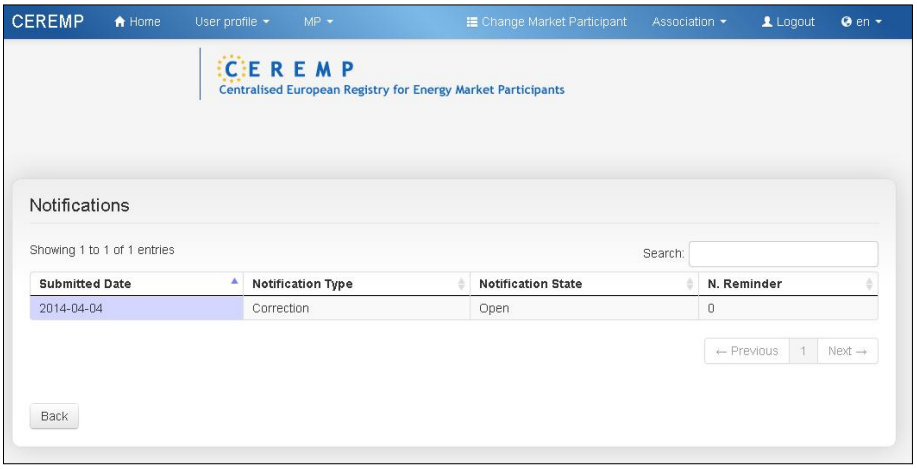

Figure 30 – Notifications list

To open the notification ticket you should click on the corresponding table row; a page containing the list of corrections requested by DERA will be displayed:

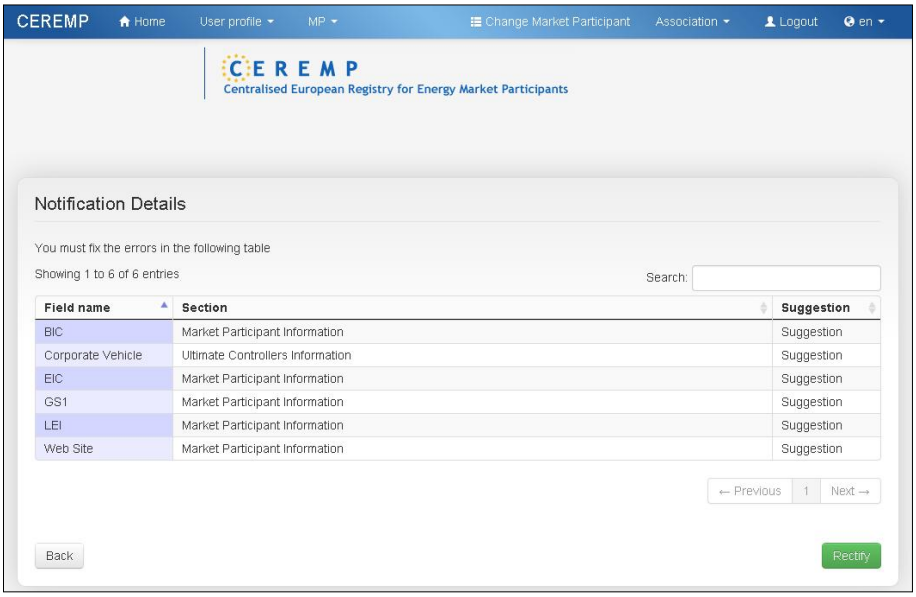

Figure 31 – Notification Details

To proceed with the corrections request you should click the "**Rectify**" button.
Each Section (1, 2, 3, 4 and 5) of the MP Registration Format will be displayed and you will be able to amend the information according to the requests made by DERA.
In Figure 32 and Figure 33 requests for corrections have been made on Section 1 and Section 3 respectively of the MP Registration Format

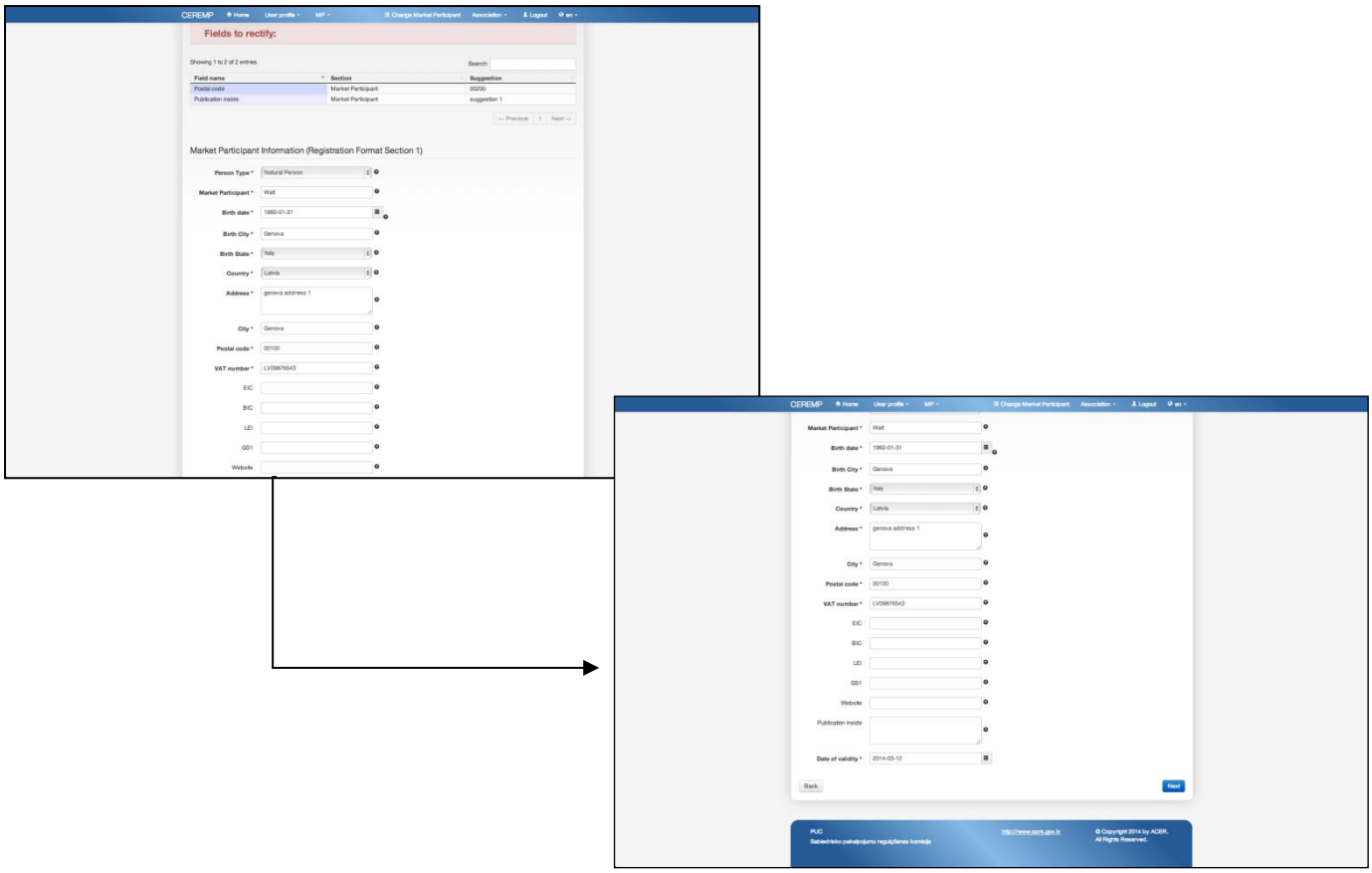

Figure 32 – Section 1 Correction Requests

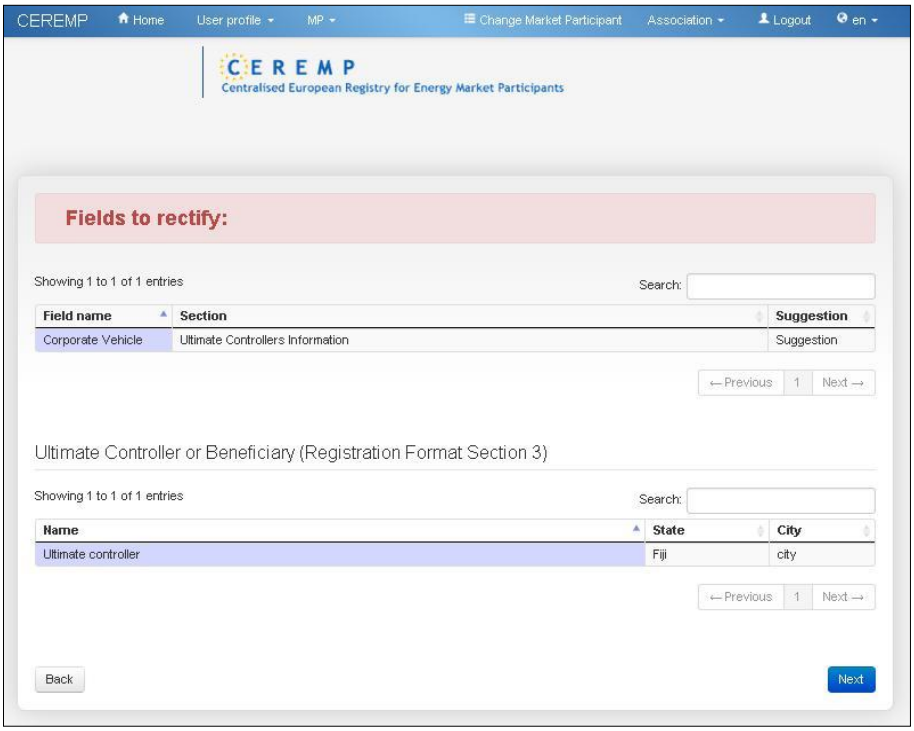

Figure 33 – Section 3 Correction Requests

Having made the amendments, the following procedure will apply:

- As DERA has decided to check the amendments, it will either accept or refuse these amendments

2.7 Other Important Notices

2.7.1 Legal Disclaimer and Cookie Disclaimer

LEGAL DISCLAIMER

In the lower part (footer) of every web page of CEREMP, you can find a link: "**Legal disclaimer**"

Figure 34 – Legal disclaimer link. In this case, this footer belongs to ACER.

Clicking on it, you will be redirected to the Legal Disclaimer, a web page containing a disclaimer, a copyright notice and rules related to personal data protection.

COOKIE DISCLAIMER

CEREMP uses cookies in order to offer a better browsing experience. Once you log into CEREMP, you will see a notice that warns you about that.

Cookies
This site uses cookies to offer you a better browsing experience.Find out more on how we use cookies and how you can change your settings.
I agree

Figure 35 – Cookie Notice

Clicking on "**I agree**" will make this notice disappear. Clicking on the link "**how we use cookies and how you can change your settings**", you will be redirected to the Cookie Disclaimer, a web page containing information on what cookies are, why they are used and how CEREMP uses them.

2.7.2 Important Notice on the "Back" Buttons

The HTTP protocol does not allow using the back button that browsers and keyboards provide without resubmitting the request or the information contained in the form; thus, using these buttons is not recommended. The back buttons incorporated in CEREMP, on the other hand, are designed to manage it accordingly and thus are the recommended way to go back to a previous page.

3 The notions of "ultimate controller", "person responsible for operational decisions", "person responsible for trading decisions" and "contact for communications"

3.1 Ultimate controller

For the purposes of registration the ultimate controller should be regarded as the legal or natural person that exercises significant influence over the management of the market participant through a controlling interesting or voting power in that market participant or its parent, irrespective of whether the control is interposed directly or through a combination of other companies[2]. More specifically, the Agency and DERA regards a legal or natural person as an ultimate controller of a market participant if:

- It holds 10 % or more of the shares in the market participant or its parent;
- It is able to exercise significant influence over the management of the market participant through a controlling interest in the market participant or its parent;
- It is entitled to control or exercise control of 10 % or more of the voting power in the market participant or its parent;
- It is able to exercise significant influence over the management of the market participant through their voting power in the market participant or its parent.

Such an ultimate controller is not necessarily a market participant for the purposes of REMIT and the ultimate controller must not be a subsidiary or branch of any other company. An ultimate controller might also be a municipal authority or sovereign state.

Where ownership of all class A shares in a market participant is beneficially held by individuals it is unlikely that the market participant will have an ultimate controller and therefore the company itself will be its own ultimate controller.

3.2 Person responsible for operational decisions, person responsible for trading decisions and contact for communications

Market Participants registering for REMIT should include details of the following natural persons within their organisation:

Responsible for trading decisions: the natural person that has the senior management role responsible for the market participant's trading functions.

Responsible for operational decisions: the natural person that has the senior management role responsible for the market participant's operations e.g. Head of generation or Head of physical operations.

Contact for communications: the natural person that acts as the day to day point of contact for REMIT related issues with ACER and/or the relevant NRA for that market participant. For example, this could be the relevant member of the regulation or compliance team.

[2] "OECD Benchmark Definition of Foreign Direct Investment, Fourth Edition, 2008" and "OECD Handbook on Economic Globalisation Indicators, 2005".

Annex: Acronym list

Acronym	Definition
ACER	Agency for the Cooperation of Energy Regulators
CEREMP	Centralised European Register of Energy Market Participants (module of the Agency's REMIT Information System, ARIS)
DERA	Danish Energy Regulatory Authority
MP	Market Participant
MS	Member State
NRA	National Regulatory Authority
REMIT	Regulation (EU) No 1227/2011 of the European Parliament and of the Council of 25 October 2011 on wholesale energy market integrity and transparency
Captcha	Completely Automated Public Turing test to tell Computers and Humans Apart